1. **COSTUMER**

Company Name:

|  |
| --- |
|  |

Order Number:

|  |
| --- |
|  |

Vat No.:

|  |
| --- |
|  |

Street:

|  |
| --- |
|  |

Post Code:

|  |
| --- |
|  |

City:

|  |
| --- |
|  |

Phone:

|  |
| --- |
|  |

E-mail:

|  |
| --- |
|  |

**Contact person**

Name and Surname:

|  |
| --- |
|  |

Phone:

|  |
| --- |
|  |

E-mail:

|  |
| --- |
|  |

1. **INVOICE INFORMATION**

Invoice for Ordering Company

Invoice for Other Company

*(Please confirm company’s agreement)*

Company Name:

|  |
| --- |
|  |

Vat No.:

|  |
| --- |
|  |

Address:

|  |
| --- |
|  |

Payment method:

bank account transfer

E-mail:

*(for sending electronic invoice)*

|  |
| --- |
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1. **TEST REPORT INFORMATION**

Polish language

English language

Other language

*(Please write language name. Test report for additional fee)*

|  |
| --- |
|  |

TEST REPORT SHOULD BE ISSUED ON

Ordering Company

Other Company

Company Name:

|  |
| --- |
|  |

Address:

|  |
| --- |
|  |

TEST REPORT SHOULD BE SENT:

Electronic way:

Ordering Company e-mail

Another e-mail:

*(Please write e-mail)*

|  |
| --- |
|  |

By traditional post in paper way (for additional fee)

1. **ADDITIONAL REQUIREMENTS**

Urgent order (for additional fee)

*(The time frame of an urgent test should be confirmed with GBA POLSKA, before samples are sent).*

Provide the measurement uncertainty in test report

CoStatement of conformity of test results to the requirements specified in:

the attached specification (please send specification before samples test starts)

regulation (please write regulation No.)

|  |
| --- |
|  |

GBA POLSKA may provide the statement of conformity of test results to the specified requirements at the requirements at the request of the Customer, after establishing a decision rule with the Sales Supervisor. When making statements of conformity to a specified requirements, the laboratory shall apply Simple Acceptance Rule, except when the decision rule has been defined by legal regulations or normative documents.

1. **WAY OF SAMPLES DELIVERY TO GBA POLSKA**

Sampled by GBA POLSKA certified sample collector

Collected by GBA POLSKA pick-up courier

Package shipment (Please write Company name and address, when package is shipped by other company)

Personally by the Ordering Person

Purchase by GBA POLSKA

1. **TEST PURPOSE**

Own needs (for internal control)

Legally regulated area

1. **ADDITIONAL NOTES**

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|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Offer Number:** | | | | | | | | |
| **Information about samples and scope of tests:** | | | | | | | | |
| **No.** | **Subject of the tests** *e.g. food, feed, dietary supplements, packaging* | **Sample identification information** *(Sample name, serial No. etc.)* | **The scope of tests** | **Number of samples tested (for example a single sample, a sample averaged over several pieces)** | **Sample storage conditions** | **Type of packaging** | **Number of packagings prepared for tests** | **Comments (e.g. averaging method, enclosed documents)** |
|  |  | **Sample name:**  **Producer:**  **Production date:**  **Serial No.:**  **Sampling address:**  **Date and time of sampling:** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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**8 TERMS AND CONDITIONS**

* + We kindly ask you to fill in the form on computer (except a handwritten signature).
  + The scope of test should be precisely recalled from the offer (parameter name, methodology).
  + The Laboratory is not responsible for the tests carried out on the basis of incorrectly or incompletely completed form.
  + The laboratory is limited to performing the analyzes indicated in the form.
  + The Customer will be charged an additional fee for issuing a correction to the report resulting from incorrect or uncomplete completion of the form.
  + In the case of vitamin analysis, the Customer should provide the Laboratory with information on the estimated content.
  + When submitting dietary supplements in a capsule for testing, it is necessary to specify whether the tests are to be performed with or without the coating.
  + The Customer is obliged to provide the method of averaging or preparation of the sample for testing.
  + In order to enter the requirements on the report, the Customer is obliged to submit them together with the test order form.
  + If not marked otherwise, the test report will be issued to the Ordering Company.
  + If the number of the offer and research methods has not been indicated, the Laboratory will the test methods it considers appropriate for the sample being tested.
  + Reference to an offer including subcontracted research is equivalent to accepting the services of the subcontractor.
  + The General Terms of Service are available on the website [www.gba-polska.pl](http://www.gba-polska.pl).

**Note: A paper copy of this order must be enclosed with the sample**

Customer

Date, name and surname, sign

|  |  |  |  |
| --- | --- | --- | --- |
| **Filled by Laboratory** | | | |
| Date of admission: | Samples delivered by: | | Samples registered by (date, sign): |
| Number of registered samples: | | Comments to registered samples: | |