

Example laboratory receipt advice

Lab – Please fax this form as soon as possible, with Job Cover Sheet

To:.....Council:.....Attention:.....Fax:.....

Sample receipt advice

Receiving laboratory:

[Name]

[Address]:

Phone:

Fax:

Date sent: _____ Project code: _____

Dispatched by: _____ Cost centre: _____
(Print name)

Priority (Circle one as appropriate):

Normal Urgent Prosecution

Note: Urgent samples may incur extra charges

Samples sent are as follows:

Laboratory use only

All samples received in good order with appropriate documentation:

No evidence of samples having been tampered with:

Tape sealing bottles intact:

The laboratory job number for the samples is: _____

Chain of custody forms will be completed by the laboratory:

Signed by laboratory representative: _____ Date: _____ Time: _____