

New Client Information Form and Credit Application

NEW ACCOUNT SETUP PROCEDURES

- Copy and complete the Client Information Form.
(Also available on web site)
- FAX the completed Form to 804-359-1475.
- SHIP or deliver your Samples to :

SLi
2512 West Cary Street
Richmond, VA 23220-5117
804-353-6778
- Our standard credit terms are Net 30 for approved credit accounts, and a standby credit card authorization is needed on file.
- First orders for new clients need to be prepaid by either credit card authorization or prepaid by check.
- Credit card or other prepayment allows us to begin your lab services immediately, while we process your credit application.

SUBMITTING YOUR SAMPLES

- Copy and Complete the Chain of Custody Form as required
(Please see SLi Fee Schedule. COC may also be downloaded from our SLi web site)
- If you have questions on how to complete the form, please call our Project Management team for instructions 804-353-6778 or 800-785-LABS (5227).
(Also, please read our "Sample Acceptance Policy" found in our SLi Fee Schedule and on the SLi web site)
- Verify that your account is set up or prepayment has been arranged. Failure to confirm may cause a delay in your results.
- Ship or Deliver your samples.



SCHNEIDER LABORATORIES, INCORPORATED

NEW CLIENT INFORMATION FORM

CLIENT INFORMATION

COMPANY NAME:			
CONTACT:			
E-MAIL:		PHONE:	
MOBILE:		FAX:	

CLIENT ADDRESS

BILLING ADDRESS:			
STREET ADDRESS:			
CITY:	STATE:	ZIPCODE:	

REPORTING/SHIPPING ADDRESS *(if different than above)*

STREET ADDRESS:			
CITY:	STATE:	ZIPCODE:	

REPORTING OPTIONS

FAX:		E-MAIL:	
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PAYMENT INFORMATION

CREDIT CARD TYPE:	VISA <input type="checkbox"/>	MASTERCARD <input type="checkbox"/>	AMERICAN EXPRESS <input type="checkbox"/>
CREDIT CARD #:		AUTH.#:	EXP:
CARDHOLDER NAME:			
CARDHOLDER SIGNATURE:			
<p>I hereby release and authorize the use of the above credit card to Schneider Laboratories, Inc.</p> <p><i>Note: The following Credit Application (Page -2-) must be submitted if you are seeking Net 30 day credit terms.</i></p>			

INDUSTRY

GOVERNMENT AGENCY <input type="checkbox"/>	INDUSTRIAL HYGIENE <input type="checkbox"/>	ASBESTOS / LEAD <input type="checkbox"/>
ENVIRONMENTAL <input type="checkbox"/>	OTHER <input type="checkbox"/>	

HOW DID YOU FIND OUT ABOUT SCHNEIDER LABORATORIES?

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Please FAX to: 804-359-1475

QUESTIONS, call us at: 804-353-6778 or 800-785-LABS (5227)

2512 W. Cary Street, Richmond, VA 23220



SCHNEIDER LABORATORIES, INCORPORATED CREDIT APPLICATION AND AGREEMENT

BUSINESS INFORMATION

LEGAL BUSINESS NAME:			
DOING BUSINESS AS (DBA):		YEARS IN BUSINESS:	
TYPE OF BUSINESS:	CORPORATION <input type="checkbox"/> L.L.C. <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> SOLE PROPRIETORSHIP <input type="checkbox"/>		
TAX ID #:		D&B (if known):	
OWNER/PRINCIPAL NAME:			
ACC. PAYABLE CONTACT NAME:			
ACC. PAYABLE PHONE:		A/P FAX:	
		A/P EMAIL:	

TRADE REFERENCES

1	COMPANY NAME:			
	ACCOUNT #:			
	CONTACT:			
	PHONE:		FAX:	
2	COMPANY NAME:			
	ACCOUNT #:			
	CONTACT:			
	PHONE:		FAX:	
3	COMPANY NAME:			
	ACCOUNT #:			
	CONTACT:			
	PHONE:		FAX:	

BANK REFERENCE

BANK NAME:		OFFICER:	
BRANCH NAME:		PHONE:	
CHECKING ACCT. #:			
SAVINGS ACCT. #:			

AGREEMENT

<p>The undersigned represents that he or she is an officer or agent of applicant and is duly authorized to act on its behalf. If extended credit pursuant to this Credit Agreement, the applicant hereby agrees to the following terms: Payment is due in full 30 days from the date of invoice. In the event that account is not paid in full by the due date, applicant will inform Schneider Laboratories, Inc. of the reason for nonpayment and will pay a late payment charge of 1.5% per month (18% annual) computed on the unpaid balance. The applicant agrees to pay all cost and reasonable attorney's fees incurred in connection with collection of any past due balances on this account. Any Homestead or other exemptions are hereby waived to the extent allowed by law. Schneider Laboratories, Inc. is hereby authorized to investigate the references listed above concerning applicant's credit history and financial responsibility. This Credit Application and Agreement supersedes any prior agreement between the parties and may not only be modified in writing.</p>			
AUTHORIZED SIGNATURE:		DATE:	
PRINTED NAME & TITLE:			

CREDIT CARD GUARANTEE

<p>By signing below, client hereby authorizes Schneider Laboratories, Inc. to charge all past due invoices (60 days past the invoice date) to the company credit card listed on page one of this document. SLi will notify client prior to charging the credit card. Delinquent accounts (older than 90 days) are subject to collections; all collection expenses, attorney's fee and court costs are the responsibility of the creditor.</p>			
AUTHORIZED SIGNATURE:		DATE:	
PRINTED NAME & TITLE:			



Sample Acceptance Policy

BASIC REQUIREMENTS

- Samples must be submitted with a SLI Submittal form or equivalent, with full instructions including tests requested and turn-around-time desired.
- It is the client's responsibility to communicate specific methods or detection limits required.
- Samples must be appropriately sealed to prevent leakage or cross-contamination.
- Samples must be clearly labeled.
- Samples should be collected on the appropriate media for the test and/or submitted in the appropriate vessel type. (See Sampling Guide for information per test.)
- Samples should be shipped in a manner to preserve the sample's safety, quality, and integrity.
- It is the client's responsibility to ship the samples to the lab at the appropriate temperature for sample preservation.
- Sample temperature will be monitored upon receipt for temperature-sensitive samples. The receipt temperature for organics environmental samples is displayed on the final report. Clients may be notified of the receipt temperature upon request.

LABORATORY RESPONSE TO UNSUITABLE SAMPLES

- When testing requests, sample labeling, or other associated information is unclear, the laboratory will contact the client for clarification.
- The laboratory retains the right to reject, or request re-collection and re-submission of, any sample believed to be unsuitable for testing.
- The laboratory will provide report comments regarding any samples with questionable suitability.

LABORATORY RESPONSIBILITY & SAMPLER'S / CLIENT'S RESPONSIBILITY

- The laboratory does not provide sampling services for its clients.
- All samples are tested as received, and all laboratory analysis results relate only to the portion tested.
- It is the sampler's responsibility to provide a sample that is representative of the material being investigated.
- **IT IS THE CLIENT'S RESPONSIBILITY TO VERIFY THAT THE LABORATORY HOLDS THE CERTIFICATIONS OR APPROVALS REQUIRED BY THE DATA USER PRIOR TO THE SUBMISSION OF SAMPLES.**



SCHNEIDER LABORATORIES INCORPORATED

2512 W. Cary Street, Richmond, VA 23220-5117
804-353-6778 Toll Free - 800-785-LABS (5227) FAX - 804-359-1475
www.slabin.com info@slabin.com
Woman Business Enterprise



Dear Valued Client:

Schneider Laboratories Incorporated subscribes to several government and private sector bid match services. One of the services we provide our clients is referring bids that require the services of a consultant.

Please let us know if you would like us to notify you of solicitations originating in your market area. We would be pleased to offer you analytical laboratory services as a subcontractor if a referred solicitation has testing that we are capable of doing.

To help us better serve you, please provide the following information (Attention Contracts):

1. Client Name: _____
2. Account Number: _____
3. Contact: _____
4. Email: _____
5. Fax Number: _____
6. Geographical area(s): _____
7. Your specialty:
 - a. Lead
 - b. Asbestos
 - c. Organics-IH
 - d. Organics-Environmental
 - e. Other

Please fax this form to 804-359-1475 or e-mail to contracts@slabin.com.

We value your business and we always appreciate the opportunity to serve you.

Sincerely,

Schneider Laboratories, Inc.