

Purchase Order for GBA Site

hóššó ωΨóšó
(†σπ° Ωšš ΩóšóΩ†ppb)

Customer Details

Contact person (First & Last Name):

Company:

Street / PO Box:

ZIP / City / Country:

Phone:

Fax:

email:

Date:

Signature:

Required information for accounting:

(e.g. order number; reference number, project number, test number)

Additional information for accounting:

(e.g. quotation number, cost center)

Reference to former orders:

(e.g. order number, report number)

Sample labeling

Product

Batch/Article-/Product-No.

Sample number

1.

2.

3.

4.

5.

6.

7.

8.

Quality standard

☐ (c)GMP ☐ non-GMP (R&D)

Test instruction

☐ Ph.Eur.

☐ USP/NF

☐ others (e.g. in-house, Customer)

Specific risks

☐ none ☐ unknown

☐ cytostatic drug or hormone

☐ canbero-, terato- or mutagenic

☐ explosive

☐

Storage conditions

☐ Room temperature

☐ 5 ± 3 °C ☐ < -20 ± 5°C

☐ protected against humidity

☐ protected against light

☐

Type of order

☐ Single determination ☐ Double determination

☐ Method development or optimization (R&D)

☐ Method validation

☐ Method transfer ☐ Quality control analytics

☐ Stability study

☐ Reference substance ☐ Packaging material testing

Sample amount

☐ Dispose remaining sample

☐ Return remaining sample (subject to charge)

Report

☐ Standard analytical report

☐ Analytical report with figures / printouts

Archiving

☐ Raw data stored at contractor

☐ Raw data sent to customer

Finishing date (at the latest)

☐ Standard*

☐ Urgent 6 - 10 working days* (with surcharge)

☐ Very urgent < 6 working days* (with surcharge)

* after receipt of samples and written order

Order description, application / scope, further details

Parameter

Specification

1.

2.

3.

4.

5.

6.

7.

8.

Additional information (e.g. chemical structure)

☐ **Enclosures** (e.g. Customer SOP, Test instruction, MSDS, specification sheet):