



**Actlabs Life Sciences**  
**Sample Submission Form**



Send samples in attention to: Life Sciences

**Sample submission form must be completed in full and received by Actlabs at time of sample log-in.**

41 Bittern Street • Ancaster, ON • L9G 4V5 • Tel: (905) 648-9611 x 4226 • Fax: (905) 648-9613 • Toll Free: 1-888-ACTLABS • E-mail: [lifesciencescs@actlabs.com](mailto:lifesciencescs@actlabs.com)

**Priority:**  Standard: 2 weeks (7-10 business days)  
 RUSH (3-5 business days)  
 Super RUSH ( 1-2 business days)  
 (Note: *Expedited Rush* service is subject to surcharge and availability. Check with Actlabs.)

Confirmation of Sample Receipt:  Yes  No

By: E-mail: \_\_\_\_\_

Office use only: Confirmation of sample receipt:  Yes

**Client Info – Ship To:**

Company: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Quote #: \_\_\_\_\_

**Bill To:**

Company: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone : \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Method of Payment:** For all clients, unless credit has been established, a suitable form of payment must be received before results will be released.

- Purchase Order # \_\_\_\_\_
- Payment is included (make cheque or bank draft payable to Activation Laboratories Ltd.)
- Charge to NEW Credit Card (details are provided on this form in the box to the right)
- Charge to Credit Card on file with Actlabs
- Credit has been established with Activation Laboratories Ltd. (refer to Actlabs' Credit Application Form). Payment will be issued after invoice has been received.

Visa  MasterCard  AMEX

Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ CVV: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Retain credit card information to charge this work order and all future.

**Other Requirements:** Please provide MSDS certificate or reference

Cytotoxic Substance:  Yes  No

Controlled Substance:  Yes  No

Disposition of samples upon completion:  Return  Destroy  Hold until notified

**Quality Requirement:**

GMP

GLP

NON GMP or Investigative

**Storage Condition:**

Room Temperature

Refrigerated ( 2 to 8°C )

Freezer ( -20°C )

Freezer ( -75°C to -80°C )

**Sample Type:**

Release

Stability

API/Drug substance

R & D

Excipient

Other

**Special Instructions/Comments:**  N/A (please check if there are no special instructions or comments)

