



ELMEF TESTING & CALIBRATION LABORATORIES PVT. LTD.

TEST REQUEST FORM

Test Request No.		Date	
*Client Name & Address:		PO No.	
*Contact Person's Name:			
*Contact No.	Fax	*E-mail address	
ZIP:			
Name of Manufacturer:			
Sample Description:			
Qty. Submitted:			
Service Level (Tick as appropriate):			
<input type="checkbox"/> Regular		<input type="checkbox"/> Express/Urgent	
Basis of Test (Tick as appropriate):			
<input type="checkbox"/> Customer Specified		<input type="checkbox"/> Manufacturer Specified	<input type="checkbox"/> Lab Developed
Please specify the range in the table below.			
Tests Requested(Tick as appropriate):			
<input type="checkbox"/> Routine Test	<input type="checkbox"/> Acceptance Test	<input type="checkbox"/> Type Test	<input type="checkbox"/> Optional/Additional Test
Please Specify the tests			
Description of Tests	Ref. Standard	Range	
<p>Testing of the equipment/sample may please be carried out as per the details given above. We accept the general Terms & Conditions as indicated in overleaf and hereby agree to abide by them. We also agree to pay the requisite testing charges along with any other charges as applicable. The TRF is accepted as its reviewed & approved for taking up the job.</p> <p>Date..... Signature..... Designation.....</p> <p>Details of Part Payment (if any)</p> <p>Bill No..... Date..... Amount (in Rs.).....</p> <p>Cash/Cheque /NEFT (specify the Cheque no.).....</p> <p>Signature of Head-O&M.....</p>			



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TERMS & CONDITIONS

1. All samples submitted for testing must be in working / acceptable condition.
2. The total testing (including charges for testing and all the applicable taxes) shall be paid in advance in the form of a NEFT/RTGS/Cheque/Cash drawn on any bank in favor of the **“ELMEF Testing & Calibration Laboratories Pvt. Ltd., Indore”**.
3. All possible care will be taken in handing the sample, but the applicant must assume the risk of damage in transit.
4. A sample accepted for testing may be returned untested under unavoidable circumstances.
5. The Test Report will refer only to particular item(s) submitted for testing.
6. The result reported in the Test Report is valid at the time of and under the stated condition of measurements.
7. The Test Report may not be reproduced except in full, unless permission for the reproduction of an approved abstracts has been obtained from the Technical2 Manager of the laboratory.
8. The sample is accepted at ELMF Testing & Calibration Laboratories Pvt. Ltd., Indore only and it should be checked before taking delivery. To take delivery of sample, etc. by hand; a letter of authority along with the “customer copy” of Test Requested Form must be presented to the authorized person of the laboratory.
9. After completion of Test Report issued to the customer, the remnant samples/items will not be returned back to the customers as it will be consumed completely during testing
10. For any queries related to deviations in the Test Report issued to the customer, the customer must quote unique Test Request No.
11. In case of any dispute, the decision of Technical Manager, ELMF Testing & Calibration Laboratories Pvt. Ltd., Indore, shall be final.
12. For complaints of any nature the same should be sent either through the feedback form enclosed with the Test Request Form (TRF) or by separate letter marked “Complaint Confidential: and mail to the Technical Manager, ELMF Testing & Calibration Laboratories Pvt. Ltd., Indore.
13. Laboratory is not having any temporary or mobile testing facility away from its permanent testing facilities.
14. The terms & Conditions are subject to change/modification without any prior notice to the customers.