



UNIVERSITY OF MICHIGAN - CLASS LABORATORY
SERVICE REQUEST FORM - Non-UM Customers
1919 Green Road. Rm A 120A, Ann Arbor, MI 48109-2564
Phone (734) 763-2461 Fax (734) 647-9633
Web: <http://www.class.sph.umich.edu>

CLASS Labs Internal Use

DATE RECEIVED:

TRACKING ID:

1 Enter your project information

Date: _____ Project Title: _____
Name (requestor): _____ P.I. Name: _____

2 Enter your contact information:

Bill To Address:

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Phone: _____ Fax: _____

E-Mail: _____

Send Results To Address:

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Phone: _____ Fax: _____

E-Mail: _____

Send Results Via: E-Mail FAX Mail

3 Describe Service Request:

Request : _____

4 Review Shipping instructions:

- NOTIFY LAB **BEFORE** SHIPPING AND AWAIT CONFIRMATION !
- SEND SAMPLES PACKAGED ON DRY ICE, BY FED-EX PRIORITY OVERNIGHT DELIVERY, FOR DELIVERY MONDAY THROUGH THURSDAY ONLY.
- Please number samples in sequential fashion.
- Samples must be shipped in unbreakable tubes (i.e. polypropylene).
- Please prioritize assays if sample volume is limited.

- SHIPPING ADDRESS: CLASS Labs - The University of Michigan
1919 Green Road
Room A 120A CLASS
Ann Arbor, MI 48109-2564

5 Review Stipulations and Initial:

- Data obtained from these services are for research purposes.
- All assays are subject to a minimum of 35 samples per shipment per analyte requested unless otherwise contracted.
- Publications incorporating CLASS Laboratory Services should credit the University of Michigan, School of Public Health, CLASS Labs for services provided.
- Samples will be destroyed 3 months after the date of results report. Samples may be returned to the client at the client's expense, if requested at the time the sample order is placed.

Initial Here: _____