



UNIVERSITY OF MICHIGAN - CLASS LABORATORY
SERVICE REQUEST FORM - 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:	<input type="text"/>
TRACKING ID:	<input type="text"/>

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 Enter your billing information:

FUND	ORG CODE	CLASS	PROGRAM	PROJECT/GRANT	SHORT CODE

4 Describe Service Request:

Request : _____

5 Review Shipping instructions:

- NOTIFY LAB **BEFORE** SHIPPING AND AWAIT CONFIRMATION !
- SEND SAMPLES PACKAGED ON DRY ICE, VIA CARRIER, MONDAY THROUGH WEDNESDAY ONLY.
- HAND DELIVERY MAY BE ARRANGED MONDAY-FRIDAY DURING NORMAL BUSINESS HOURS.
- 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

6 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: _____