Dear Customer,

For efficient registration, testing and reporting of your samples we need some information. Please complete the following table, as far as possible and relevant, when sending us your samples.

Please contact us if anything is unclear, or for any queries, at +49-3528-48730-0 or [info@iaf-dresden.de](mailto:info@iaf-dresden.de).

Many thanks in advance for your understanding. Sincerely yours, IAF-Radioökologie GmbH

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| --- |
| **Brief description of the samples** |
|  |

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|  | Please provide this information  if we have not received it yet. |
| Sample list in digital format, MS Word, Excel, .txt, .csv etc. | Send by email to [info@iaf-dresden.de](mailto:info@iaf-dresden.de) |
| Quotation number of IAF, or quotation via telephone (name of IAF staff member) |  |
| Contract number, purchase order number (customer) |  |
| Where to send test report (post, email), name of recipient |  |
| Invoicing address if different from test report recipient (post, email) |  |
| VAT ID of customer (only relevant within EU) |  |
| Contact in customer’s organisation for any clarification |  |
| Any other information that may be relevant for a seamless registration, processing, reporting and invoicing? |  |

Attachment: Sample Chain-of-Custody form

Download this form as MS Word file from <https://iaf-dresden.de/en/downloads.html>