Dear Customer,

for efficient processing of your samples we need a the following information, which preferably should be provided when the samples are delivered. If we require additional information on your samples, we have indicated this in the table below and kindly ask you to provide the information.

If you have questions, or if anything is unclear, please do not hesitate to contact us at any time by phone, +49 (0) 3528-48730-0 or email [info@iaf-dresden.de](mailto:info@iaf-dresden.de).

Many thanks and best regards, IAF-Radioökologie GmbH

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| --- |
| **Sample ID or description** |
|  |

|  |  |
| --- | --- |
|  | **Please provide, if not available yet** |
| Sample list in digital format (from approx. 10 samples), e.g., in MS Word, Excel, .txt, .csv | Please send by email to [info@iaf-dresden.de](mailto:info@iaf-dresden.de) |
| PO number, order number, of customer |  |
| Address to which the test report shall be sent |  |
| Invoicing address (or email), if different from address for test report |  |
| VAT ID (customer) |  |
| Quotation number of IAF or other quotation (phone, verbal, name of IAF staff) |  |
| Contact at customer’s for any queries |  |
| Chain of custody form with sample numbers, sample date, required analyses etc. (see attachment) |  |

Attachment: Probenbegleitschein