

Please complete this form and submit with samples. When possible, email this form in advance.

Send Results to*:	
Date:	_____
Contact Name:	_____
Company:	_____
Address:	_____
City, State, Zip	_____
Phone:	_____
Mobile:	_____
Email:	_____
*All reports are sent by email. Hard copies available by request.	

Send Invoice to:		
Same as Contact:	Yes	Other
Name (other):	_____	
Company:	_____	
Address:	_____	
City, State, Zip	_____	
Phone:	_____	
Mobile:	_____	
Email:	_____	
Pay by credit card <a href="http://www.rjleegroup.com">www.rjleegroup.com</a> .		
Send checks to the attention of Accounts Payable.		

Project Information:				
<i>Please be as detailed as possible so that we can better serve you.</i>				
Project/Structure Name: _____				
Project Number:	Purchase Order:	Quote Number:		
Location:	Age:	Is this for Litigation?	YES*	NO
<small>*If yes, additional documentation will be required.</small>				
Project Description/Reason for Testing: _____				

Sample Handling:		
Number of Samples Submitted: _____		
List all samples on following page. Provide additional pages as needed.		
Are any samples hazardous?	YES	NO
After testing, will the samples be _____ Returned* _____ Disposed?		
As a courtesy, concrete samples are retained free of charge for 90 days after the report is issued. If a selection isn't made, the samples will be disposed after the courtesy 90 day hold.		
<i>*An invoice for return shipping and handling will be issued. Shipping fees will be billed at cost plus 15% unless a shipping account number is provided.</i>		

Turnaround Time:		
*Standard Turnaround is 20-25 business days after the sample(s) are received (based on current workload).		
*Rush turnaround is available with associated fees.		
Do you want RUSH turnaround?	YES	NO



### Sample Submission Instructions

- 4-inch diameter cores are preferred, when possible; Powder samples should be double bagged.
- Mark each sample with a unique Sample ID and indicate top/exposed surface with an arrow
- Place each sample in a sealed plastic bag.
- Wrap each sample in packing material and place in a sturdy box to prevent damage during shipment.
- Please include any relevant project documents (mix design, submittals, photos, test results, etc.).

Send samples to: **RJ LEE GROUP, ATTN: Concrete Materials, 800 Presque Isle Drive, Pittsburgh, PA 15239**

### Samples Submitted

	<i>Sample ID</i>	<i>Material</i>	<i>Description</i>	<i>Analysis Requested</i>	<i>Comments</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

### Transfer of Custody

Relinquished by (signature):			Received by (signature):		
Print Name:			Print Name:		
Company:			Company:		
Date:	Time:	Shipping Method:	Date:	Time:	Shipping Method:
Relinquished by (signature):			Received by (signature):		
Print Name:			Print Name:		
Company:			Company:		
Date:	Time:	Shipping Method:	Date:	Time:	Shipping Method:

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Send samples to: RJ LEE GROUP, ATTN: April Snyder, 800 Presque Isle Drive, Pittsburgh, PA 15239

### Samples Submitted

	<i>Sample ID</i>	<i>Material</i>	<i>Description/Location</i>	<i>Analysis Requested</i>	<i>Comments</i>
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

### Transfer of Custody

Relinquished by (signature):			Received by (signature):		
Print Name:			Print Name:		
Company:			Company:		
Date:	Time:	Shipping Method:	Date:	Time:	Shipping Method:
Relinquished by (signature):			Received by (signature):		
Print Name:			Print Name:		
Company:			Company:		
Date:	Time:	Shipping Method:	Date:	Time:	Shipping Method: