

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: | Yes | Other |
|---|--------------------------|--------------------------|
| Same as Results Contact: | <input type="checkbox"/> | <input type="checkbox"/> |
| Name (if other): _____ | | |
| Company: _____ | | |
| Address: _____ | | |
| City, State, Zip _____ | | |
| Phone: _____ | | |
| Mobile: _____ | | |
| Email: _____ | | |
| Pay by credit card www.rjleegroup.com . | | |
| 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 including reason for testing (visual damage), and exposure conditions: _____ | | | | |

| Sample Handling: | | | |
|---|-----------|----------|------------------------|
| Number of Samples Submitted: _____ | | | |
| List all samples on following page. Provide additional pages as needed. | | | |
| Are any samples hazardous? | YES _____ | NO _____ | Describe hazard: _____ |
| 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. | | | |
| <i>*Return shipping will be billed at cost plus 15% unless a shipping account number is provided.</i> | | | |

| Turnaround Time: | |
|---|--------------------|
| *Standard Turnaround is 15-20 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 container 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: CONSTRUCTION MATERIALS LABORATORY, 350 Hochberg Rd, Monroeville, PA 15146

| Samples Submitted | | | | | |
|-------------------|-----------|----------|------------------------------|--------------------|----------|
| | Sample ID | Material | Description/Concrete Element | Analysis Requested | Comments |
| 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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| Samples Submitted | | | | | |
|-------------------|-----------|----------|------------------------------|--------------------|----------|
| | Sample ID | Material | Description/Concrete Element | Analysis Requested | Comments |
| 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: |