



New Account Information Sheet

Company Name: _____

Mailing Address: _____

Physical Address (if different): _____

Phone #1: _____ Phone #2: _____ Fax: _____

Would you like us to report your drinking water results to the state of Utah for you? Y N

If yes, please include your system #: _____

How would you like to receive your reports? Email Fax Mail

Who should we contact regarding reporting? _____

Email: _____ Phone/Ex: _____ Cell: _____

How would you like to receive your billing notices? Email Fax Mail

Who should we contact regarding billing? _____

Email: _____ Phone/Ex: _____ Cell: _____

Additional billing address: _____

Additional company contacts: _____

Email: _____ Phone/Ex: _____ Cell: _____

Special instructions unique to your account: _____

Lab Use Only:		Date:		Date:	
Entered in LIMS by:				Entered in Peachtree by:	



Payment Terms

- A minimum fee of \$30 will be charged for all orders.
- Customers without approved credit must prepay before samples will be processed. Please inquire about sample hold times.
- Cash, check, and major credit cards are accepted. With your approval, credit card information may be kept on file using industry standard security protocols.
- A business or municipality that will be submitting samples on a regular basis may apply for credit by completing a credit application. All credit applications are subject to review and approval.
- All invoices are due 30 days from the invoice date.
- Overdue balances are subject to interest charges of 1.5% per month with a \$10 minimum.
- Results may be held on accounts with past due balances.
- Customer is responsible for legal fees, or any other costs associated with the collection of unpaid balances.
- Contact the laboratory immediately if sample analysis must be cancelled. Customer is responsible for the cost of completed tests.
- See “Terms & Conditions” for additional information.



Credit Application

Company Information:

Company Name _____

Address _____

Phone _____ Fax _____

Contact Name _____ Title _____

Email _____ Years in Business _____

Type of Business: Proprietorship, Partnership, Corporation, LLC

Has Applicant or any Owners, Principals, Partners, Officers or Directors ever filed a voluntary petition in bankruptcy, been adjudged bankrupt, or made an assignment for the benefit of creditors? Yes No

If Yes, When? _____

State Reason _____

Has a tax lien or civil suit been filed against Applicant or any of it's Owners, Principals, Partners, Officers or Directors within the past six years? Yes No

If Yes explain _____

Bank References: *Include name and address of institution with contact name and phone number*

Trade References: *Include name and address of institution with contact name and phone number*

The undersigned agrees to abide by the Timpview Analytical Laboratories "Terms and Conditions" as attached or viewed at www.timpview.com

Authorized company representative:

Signature: _____ Date _____

Terms and Conditions

By accepting, using, or relying upon information, and/or reports from Timpview Analytical Laboratories, Inc. (TAL), submitting samples for the generation of such information, or signing submittal forms or other applicable documents, the client and any party that relies on the information and documents, agrees to the following terms and conditions, except as otherwise agreed to in writing by TAL:

General

1.1 The client is responsible for all samples prior to receipt, inspection, and acceptance by TAL.

1.2 The client is responsible to inform TAL of the proper regulatory protocol for sample analyses and handling (NPDES / Clean Water Act, Safe Drinking Water Act, RCRA etc.). TAL personnel may provide assistance determining the proper protocol if necessary.

1.3 TAL will attempt to comply with applicable Federal and State requirements for storage, processing, and sample holding times. Samples must be scheduled prior to delivery in order to ensure that holding times are met.

1.4 Any sample remaining at the completion of analyses will be retained not less than 14 days from the date of sampling. Special holding times may be arranged at the client's request.

1.5 For non-aqueous or hazardous waste samples, the client is responsible for the disposal of any sample remaining after completion of analyses. Samples may be returned to the client at their expense, or disposed of by TAL for an additional fee.

Fees and Billing

2.1 Any use by the client of information and documents provided by TAL is contingent upon the timely payment of all fees.

2.2 Regular terms of payment are net 30 days unless otherwise agreed to in writing by TAL. Overdue balances are subject to interest charges of 1.5% per month with a \$10 minimum. The client shall be responsible for legal fees, or any other costs associated with the collection of unpaid balances.

2.3 Courier Fees and/or Shipping and Handling Fees may apply for some services

2.4 Minimum billing for services is \$30.

2.5 A surcharge may be added for:

- a. Short hold samples received on Friday afternoon
- b. Difficult sample matrices or samples that require repeat analysis due to unusual analyte levels or matrix interference.

2.6 Volume discounts may be provided on an as-quoted basis. Discount estimates and quotations are provided at no charge. All discounted rates are contingent upon meeting payment terms. Discounts will be evaluated annually, or as otherwise agreed to in writing. Discounts are contingent upon the client maintaining the predetermined work volume, matrix types, and analyses as originally quoted.

2.8 Priority turnaround times or rush service may incur additional fees. Arrangements should be made with TAL prior to submitting priority or rush samples. See fee schedule for more information.

Sample Analysis

3.1 Regulatory compliance analyses are performed using standard QA/QC protocols (i.e. blanks, standards, controls, and matrix spikes, as applicable for each batch). Project specific QC samples are billed at the applicable unit price for the test(s). These additional charges will apply to project specific QA/QC samples for batches with fewer than 20 samples, and to field and trip QA/QC samples. Quotations for work requiring project specific QC should be requested in advance.

3.2 TAL uses standard analytical methodologies wherever applicable (i.e. EPA, ASTM, AOAC). TAL reserves the right to interpret these methodologies when applying them to the client's samples based on the reasonable professional judgment of TAL personnel and recognized industry standards.

3.3 Should the QA/QC requirements of a method or project require that a sample be re analyzed, any additional sample required for the re analysis will be provided by the client at the client's expense. Any such re analysis which generates data consistent with the original results will be at the client's expense.

3.4 When requested, TAL may release verbal or preliminary results in advance of the final official report. Such results are only tentative and are subject to subsequent confirmation or modification during QA/QC review.

Warranty

4.1 TAL may make certain guarantees concerning analysis turnaround times and customer satisfaction. Such guarantees shall be specified in writing, on a case by case basis, as a quotation line item, or in other written form. No guarantee shall be inferred or implied without a written document, signed by TAL and the client.

4.2 It shall be the clients responsibility to make any claim on a written guarantee. Claims shall be made by the client within thirty days.

4.3 Except as expressly set forth in this or other written agreements, TAL expressly disclaims any and all warranties, express or implied, including (without limitation) any warranty of merchantability or fitness for a particular purpose.

4.4 In no event shall TAL be liable for loss of profits or other economic loss, indirect, special, consequential, or other similar damages arising out of any claimed breach of obligations.