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| **Company information** | | | |
| **Billing Information** | | | **If the company to be included in the report is different\*:** |
| **Company Name / Title** |  | |  |
| **Company Address** |  | |  |
| **Authorized Person Information** |  | |  |
| \* If the company information to be included in the report is not specified, the information in the Billing Information column is taken as a basis for reporting. | | | |
| **Additional Information** | | | |
| **Printed Report Submission:**  Yes  No  If the request is not specified, the "No" option is deemed to have been accepted.  E-signed reports will be sent to you via e-mail. If a printed report is requested, the Bid will be made in the amount specified in the Contract Conditions. | | **Report Language:**  Turkish  English  Turkish + English  If the request is not specified, the "Turkish" option is deemed to have been accepted.  In the event that the request arrives at the laboratory after the reporting, the fee to be charged per report will be made in the amount specified in the Offer, Contract Conditions. | |
| **How to Apply the Decision Rule?**  ☐Simple Acceptance Rule ☐ False Rejection (Manufacturer/operator rule) ☐ False Acceptance (Consumer rule) | | | |
| If there is no legal obligation, relevant standard/specification or any preference by you, false rejection in quantitative chemical analysis of food, feed, water, food contact materials and materials, other sample groups and simple acceptance rule will be used in quantitative microbiological analysis. You can get information from our website <https://www.nano-lab.com.tr/Content/1/Media/d01pr17-karar-kurali-kilavuzur07.pdf.> | | | |

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| **Special Conditions - Food** | |
| If residue (eg HMF, PAH) analyzes are requested, the sample should not be dented, rotten or spoiled. temperature max. It should be 30 °C. For pesticide analysis, the minimum sample amount specified in the Communiqué No: 2011/34 must be | If there is a demand for mycotoxin (eg Afla, Okra, DON, ZON) analyzes, dark colored packaging for bulk products, intact, not moldy, temperature max. It should be 25 °C. The minimum sample amount specified in the Communiqué No: 2018/10 must be |
| If additive (eg SA/BA, Natamycin, SO2) analyzes are requested, in light and airtight containers, the temperature is max. It should be 30 °C | If there is a request for GMO and/or Species Identification analysis, at least 500 g/ml sample should be sent separately. |
| For vitamin analysis, product vitamin content information is required. | For gluten allergen analysis, a declaration of gluten free/reduced gluten" is required. |
| **Special Conditions - Consumer** | |
| If there is a request for a Protective Efficacy (Challenge) Test, the samples must be in their original packaging. | If the analysis request is in the cosmetic sample, the preservative information and ratio should be written in the annotation section. In case it is not written, first preference D/E Broth will be used as neutralizer and the waiver statement will be stated in the report. |
| Include the following information in the Supplementary Explanations on Bioburden Test requests. In undeclared cases, the factor will be determined and an additional fee will be charged.  Correction Factor:( ) No (Yes :……... ) Reproductive Inhibitor:( ) No (Yes: …..…. ) Reproductive Support: ( ) No (Yes: ……. ) | |
| For samples for which Special Conditions are not met, the Laboratory is deemed to have accepted the Customer's Disclaimer. | |
| **General Conditions** | |
| * The packaging/sample container/bag must be properly closed and its integrity intact. * The list of quantities sufficient for minimum sample acceptance will be specified in the Bid, Contract Conditions. The conditions in question must be met in your sample submission. * If microbiological analysis is to be done, it should be in its prepackaged or sterile equipment suitable for the purpose. It should be in accordance with the storage conditions (cold chain +2 / +8 °C, frozen maximum -15 °C, others ambient conditions). * Your analysis requests are processed after you approve the offer sent to you. * In cases where the sample does not meet the sample acceptance conditions, the laboratory informs the customer by making a conditional acceptance/rejection decision. In cases where the information provided by the customer is likely to affect the analysis result, the laboratory may include a disclaimer in the report. * In the revisions to be made with the request for the sample information to be changed later, the fee per report will be made in the amount specified in the Bid, Contract Conditions. Revision process is not carried out for requests that do not comply with the "Food Control Laboratories Regulation Implementation Instruction" (Instruction No: 2023/67) in food samples. * The report to be prepared cannot be used in judicial, administrative proceedings and for advertising purposes. * The laboratory is not obliged to disclose any confidential information or notify the customer when required by law. * Our laboratory is not responsible for the information declared by the customer. | |

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| **Personnel Receiving the Sample** |
| Name Surname / Date / Signature |

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| **Sample Information** | | | | | | **This field will be filled by the laboratory.** | | | |
| **Sample Name/Type (Turkish English)** | **Date of manufacture / Recommended use by / Expiry date** | **Part / Serial / Lot No** | **Requested Analysis / Offer Number\*\*** | **Evaluation Request-Criteria / Additional Remarks** | |
|  |  |  |  |  | | Sample Packaging: | | | Acceptance  Conditional admission  Rejection |
| Sample Temperature: | | |
| Sample Quantity: | | |
| Sample No: | | |
|  |  |  |  |  | | Sample Packaging: | | | Acceptance  Conditional admission  Rejection |
| Sample Temperature: | | |
| Sample Quantity: | | |
| Sample No: | | |
|  |  |  |  |  | | Sample Packaging: | | | Acceptance  Conditional admission  Rejection |
| Sample Temperature: | | |
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| Sample Temperature: | | |
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| Sample Temperature: | | |
| Sample Quantity: | | |
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|  |  |  |  |  | | Sample Packaging: | | | Acceptance  Conditional admission  Rejection |
| Sample Temperature: | | |
| Sample Quantity: | | |
| Sample No: | | |
|  |  |  |  |  | | Sample Packaging: | | | Acceptance  Conditional admission  Rejection |
| Sample Temperature: | | |
| Sample Quantity: | | |
| Sample No: | | |
| In cases where the number of samples sent is high, you can add lines. | | | | | | Document Registration No: | |  | |
| In case of objection to the analysis results of the conditionally accepted sample, the analysis will not be repeated. | | | | | | Sample Acceptor / Date / Signature | |  | |
| \*\* If all analyzes of the relevant sample in the offer will be studied, you can write the offer number. | | | | | | Document Controller / Date / Signature | |  | |
| **Authorized Confirmation** | | | | | **Approval** | | | | |
| I accept the general conditions and sample acceptance conditions and confirm the accuracy of the information I have declared. The damages of negative situations that may arise from incorrect information belong to us. I declare that we agree to carry out the analyzes requested in the form and to pay the amount to be invoiced to us at the prices in the bid given for this work. | | | | | Official  History:  Stamp / Signature: | | Form Submission  ☐ Digital (Mail, Whatsapp, etc.)  ☐ Paper Copy | | |