

INHART LABORATORY	Ref. No.	IH-OPE-F07D
	Revision No.	0
Laboratory Booking Form (GENERAL EQUIPMENT)	Effective Date	26/09/2019
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Booking No: IH-LBF-

Applicant Information					
Name:	Staff/Matric No:				
Study level/ Position:	Contact No:				
Dept./Company/Institute:	Email address:				
Booking Information					
Booking Date (to be determined by Officer)					
	From	To			
Date					
Time					
Information on Equipment (fill if any identification number i.e. serial number etc.)					
1					
2					
Method of Work/ Parameters		Description of Samples:			
<i>*Please attach reference method from journal/ articles (if applicable)</i>		No. of sample:			
		No. of run: single, duplicates, triplicates			
		Status:			
		Please circle relevant column	<table border="1"> <tr> <td>Sample received</td> <td>Sample NOT received</td> </tr> </table>	Sample received	Sample NOT received
Sample received	Sample NOT received				
Notes: <i>*All applications for booking must be reach the INHART Lab at least 3 days prior to the date requested.</i> <i>*Analysed samples must be collected by the customer within 3 days after receiving the result, if not, the samples will be disposed.</i>					
I have read, understand and will abide the laboratory rules and safety regulations and shall be responsible for any equipment used and lab security during my presence.					
Requested by :		Recommendation by (Supervisor/Lecturer):			
Name :		Name :			
Date :		Signature:			
Signature		Stamp:			
Remarks					
For Office Use Only					
Approved by (Science Officer)		Person in Charge (Lab Assistant)			
Name :		Name :			
Signature :		Signature & stamp :			
Stamp :		Date :			

Quote No.:
Memo No.: