

<b>INHART LABORATORY</b>	Ref. No.	IH-OPE-F07D
	Revision No.	1
<b>Laboratory Booking Form (GENERAL EQUIPMENT)</b>	Effective Date	08/09/2021
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**Booking No:**  
IH-LBF-

Applicant Information			
Supervisor Name:			
Student Name :		Staff/Matric No:	
Study level/ Position:		Contact No:	
Dept./Company/Institute:		Email address:	
Booking Information			
<b>Booking Date (to be determined by Officer)</b>			
	<b>From</b>	<b>To</b>	
<b>Date</b>			
<b>Time</b>			
Information on Equipment (fill if any identification number i.e. serial number etc.)			
<b>1</b>			
<b>2</b>			
Method of Work/ Parameters		Description of Samples:	
<i>*Please attach reference method from journal/ articles (if applicable)</i>		<b>No. of sample:</b>	
		<b>No. of run: single, duplicates, triplicates</b>	
		<b>Status:</b>	
		<b>Please circle relevant column</b>	
		<b>Sample received</b>	<b>Sample NOT received</b>
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 :	
Run By :			

Quote No.:  
Memo No.: