

INHART RESEARCH LABORATORY

Ref. No.	IH-OPE-F01D
Revision No.	0
Effective Date	26/09/2019
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Laboratory Booking Form (Spectrophotometer)

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			
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 Sample name:	
		Status: Please circle relevant column	Sample received
Notes: *All applications for booking must be reach the INHART Lab at least 3 days prior to the date requested. * Analysed samples must be collected by the customer within 3 days after receiving the result , if not, the samples will be disposed.			
I have read, understand and will abide the laboratory rules and safety regulations and shall be responsible on any equipment used and lab security during my presence.			
Requested by : Name : Date : Signature		Recommendation by (Supervisor/Lecturer): Name : Signature: Stamp:	
Remarks			
For Office Use Only			
Approved by (Science Officer)		Person in Charge (Lab Assistant)	
Name : Signature : Stamp :		Name : Signature & stamp : Date :	
Sample run by:			

Quote No.:
Memo No.: