



How to submit your samples for testing

The following recommendations will help expedite your testing:

1. Obtain a purchase order from your company for testing based on our valid quote for services and the number of samples you are submitting.
2. Sign your quote for services and email it to info@micromedlabs.com (preferred) or fax it to 707-765-2360.
3. Fill out our sample submission form and send it with the samples you are submitting for testing along with a copy of your purchase order.
4. Ensure that the quantities and other pertinent information (part#, lot#, etc...) are recorded on the sample submission form. Discrepancies and inadequate information are a common cause of test delays.
5. Label your samples clearly so that we can easily determine which tests to perform on your samples. A separate submission form for each test code requested is recommended.
6. Pack your samples sufficiently for transport. If you would like us to return your samples please write "Return Samples" on the outside of your box so that we can send your samples back in their original packaging. Include your UPS or FedEx number on the sample submission form.
7. If you have any questions regarding testing please contact us at 707-347-9880.