

Registration counter: +91 (0)40 23802000/1/2/3/4
 Complaints: +91 40 23802003
 Fax: +91 (0)40 23802005
 sipra@sipralabs.com / helpdesk@sipralabs.com



SIPRA LABS LIMITED

Requisition For Analysis

Regn. No.:
 Date:

Customer Ref. No. & Date:

Customer Particulars :

Company:

Address:

Contact Person *
 Designation *
 E-Mail *
 Phone *
 Drug Lic. No. *
 Fax:

Sample Particulars: (Please provide accurate and legible information)

S.No.	Sample Name	Code/ Batch No.	Mfg. Dt.	Exp. Dt.	Manufactured by	B. Size	Qty. Sub.	Tests Required	Spec.

Special Instructions if Any:

Method of Submission : By Person / Courier / Mail Delivery Instructions : By post / By courier / By.....

I hereby declare that the above sample (s) are submitted with the knowledge and the authority of my company. I accept the terms & conditions listed on the back of this page.

Signature of Sipra Representative: Name & Signature of Customer:

Tentative Charges: Rs. Adv. Paid: Rs. Bal. Rs. Rep. Due Dt.

(CONTRACT REVIEW (For SIPRA Use Only))

All above tests can be done except those specified below for reasons specified below.

The sample quantity submitted is sufficient Yes No

Sample received in proper condition Yes No

S.N	Please provide the following information	Yes	No	Remarks
1.	Is the test report of the sample submitted for testing intended.			
	(1) for international regulatory submission			
	(2) for R & D purpose only			
	(3) for Indian regulatory submission			
2.	Do you want the method submitted by you to be validated for its suitability (changes apply)?			
3.	Is the reference standard or device submitted by you traceable to national/international standards?			
4.	Are you supplying the Chromatographic column?			
5.	Any precautions to be taken while handling the test sample / supplied item (including storage)?			

TERMS & CONDITIONS

SIPRA LABS LIMITED undertakes the testing / analysis of Sample(s), subject to the following terms and conditions.

1. In the absence of specific request from the customer Sipra Labs Limited adopts any National / International test procedure for conducting the tests. If national/ international test procedure is not available Sipra Labs Limited may adopt its in-house method after taking consent from the customer. Validation or method verification data for such methods will be provided to the client, if requested, at an extra cost.
2. In the rare event if any deviation from the specified analysis or test method becomes necessary for whatever reason the customer's consent for such deviations is sought in writing or through e-mail. If the customer either does not offer the consent or reply in 3 working days the test(s) will be deleted. Sipra Labs Limited is not responsible for variation in the results arising out of extended storage of samples due to lack of clear information from the customer.
3. Perishable and liquid samples will be destroyed immediately after testing and other samples will be destroyed after 15 days from the date of issue of the test report, unless otherwise mentioned by the customer or required by the regulatory requirements.
4. Samples are not drawn by Sipra Labs Limited unless and other wise mentioned. The results are applicable only to the submitted sample. Endorsement of the product is neither inferred nor implied.
5. The laboratory normally will not offer any opinion / advise or recommendation with respect to the suitability or otherwise of the sample for any application or use. Sample or test conformance to a specification or Act will be mentioned as required by the specification / Act.
6. The test report in full or part shall not be used for promotional or publicity purpose without the written consent of Sipra Labs Limited.
7. Samples drawn under special circumstance, like insurance coverage, medico-legal cases or forensic purpose shall be declared by the customer at the time of submission. Otherwise Sipra Labs Limited reserves the right to offer any form of co-operation or respond to any queries related to such samples and/or tests and/or test reports issued on such samples.
8. If any information provided in the test requisition form is found incorrect Sipra Labs Limited reserves the right to offer any form of co-operation or respond to any queries related to such samples and/or tests, and/or test reports issued on such samples.
9. Under no circumstances, Sipra Labs Limited accepts any liability for loss or damage caused by use or misuse of the Test Report. Liability is limited to the testing fee charged only in case of proven negligence by Sipra Labs Limited.
10. The due date for availability of Test Report mentioned in the Test Requisition Form is tentative. Circumstances beyond the control of the laboratory, such as natural calamities, strikes, non-availability of critical supplies and breakdown of equipments may cause delay. However Sipra Labs Limited will make all efforts to keep the customer informed and reduce inconvenience.
11. All the correspondence related to the samples submitted will be made as per correspondence details provided in the analysis requisition form and/or as per the dispatch mode chosen.
12. Complaints or queries on the test report are to be addressed to The General Manager, Analytical Division, Sipra Labs Limited either through post/courier or through telephone No. 040-23802083 / 2082 or email: helpdesk@sipralabs.com, sipra@sipralabs.com
13. Complaints or queries on invoices or payment related issues are to be addressed to The Client Relations Manager, Analytical Division, Sipra Labs Limited either through post/courier or through telephone No. 040-23802042 (direct) / 23802000/1/2/3/4 or email: info@sipralabs.com, sipra@sipralabs.com
14. For any variation in the test results due to usage of non-validated procedure and the client submitted reference material, client is responsible.
15. The test report and this analysis requisition form are subject to Hyderabad Jurisdiction only.