



ENVIRONMENTAL LABORATORY CUSTOMER SETUP/UPDATE FORM

CLIENT INFORMATION						
Name:			Submitted by:			
Address:			Submitted Date:			
City:			State:		Zip:	
PRIMARY CONTACT INFORMATION						
Name:			Title:			
Phone:		Cell:		Email:		
BILLING INFORMATION (if different from above)						
Address:						
City:			State:		Zip:	
Contact Name:				Title:		
Phone:		Cell:		Email:		
REPORTING INFORMATION						
Please list the individuals to receive laboratory reports. Contact and billing email addresses do not automatically receive reports. Please list them again if you want them to receive laboratory results.						
Name:			Email:			
Name:			Email:			
Name:			Email:			
Name:			Email:			
Name:			Email:			
REQUESTED PARAMETERS						
Please list required analyses and limits, if applicable, for each site. A notification email will be sent to the addresses provided in the reporting section if an analysis exceeds your permit limits, if such notification is requested below.						
Sampling Site	Parameter	MAL (Minimum Analytical Limit)	Frequency	Permit Limit	Units	Permit exceedance notification?
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
INVOICE INFORMATION						
Payment is required at the time samples are submitted, unless a credit account is setup, in which case invoices will be sent monthly. To setup a credit account, complete and submit a Credit Application.						
Does your company require purchase orders? <input type="checkbox"/> Yes <input type="checkbox"/> No If using a standing PO, indicate #:						
ANRA USE ONLY						
<input type="checkbox"/> New client profile created			<input type="checkbox"/> Existing client profile updated			
Received by:			Entered into LIMS by:			
Received Date:			Entered Date:			