



Basic and Applied Scientific Research Centre Dammam 31113, Saudi Arabia		 جامعة الإمام عبد الرحمن بن فيصل IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY مركز البحوث العلمية الأساسية و التطبيقية Basic and Applied Scientific Research Center	
Procedure Title: <b>QUALITY MANUAL ISO/IEC 17025:2017</b>		Document No. <b>Samples -IAU-BASRC-010201-F-03</b>	
Department/Section	Quality Assurance / Lab	Revision Date: <b>1.1.2022</b>	Next Revision Date: <b>1.1.2026</b>
		Revision No. <b>1</b>	Page <b>1</b> of <b>2</b>

## REQUEST FOR FT-IR SERVICE

<b>TYPE OF SERVICE:</b>	<input type="checkbox"/> Internal	<input type="checkbox"/> External
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REQUESTER INFORMATION	
Client Name:	
Organization Type: <input type="checkbox"/> College <input type="checkbox"/> Research institute <input type="checkbox"/> University	
Name of organization:	
Department:	
E-mail:	
Mobile:	
Sig.:	Date:

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SAMPLE INFORMATION			
Number of samples:			
IR spectra:	With noise	Without noise	
Do you want to analyze the sample by adding KBR ? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Safety precautions:			
<input type="checkbox"/> Toxic	<input type="checkbox"/> Flammable	<input type="checkbox"/> Biohazardous	<input type="checkbox"/> None
INSTRUCTIONS			
1- Sample weight should be <b>1 g</b> or more.			
2-The results will be sent by e-mail <u>within 10 working days</u>			
Would you like to retrieve your samples after completing the analysis: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please collect your samples no later than one week from receiving this e-mail. After a week, the samples will be disposed			
Storage requirements for the sample :.....			
<b>Acknowledgment:</b> All information filled in by the Client is correct			

Samples Supervisor Name:

.....

Sig.:

Date:

