



**Cornerstone Analytical Laboratories**  
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### Chain of Custody Form

<b>Report to Name</b>	<b>Company Name</b>	<b>Address</b>
<b>Phone</b>	<b>Email</b>	<b>PO#</b>
<b>Turnaround Time:</b> <input type="checkbox"/> Routine (5 days) <input type="checkbox"/> Expedited (2 days)	<b>Is this sample hazardous?</b> If yes, please provide SDS if available.	(Internal Use)

Sample Number	Sample Description	Analysis Requested	Storage Requirements

**Additional Comments or special instructions:**  
 \_\_\_\_\_

**Submitted By:** \_\_\_\_\_ **Accepted By:** \_\_\_\_\_

Please visit our website at [cornerstoneanalytical.com](http://cornerstoneanalytical.com) for more information on filling out this form, and to view our terms and conditions. Thank you for the submission.

Terms and conditions:

All invoice(s) are due on receipt and considered late after 30 days of issue. After 30 days an interest charge of 0.0662% per day which equals approximately 2% per month. Any partial payments will be directed towards the late-payment then towards the initial balance. Any discounts provided via quotation are voided if invoices are late.

Any samples received with late outstanding invoice (greater than 45 days) will not be reported until all outstanding invoices are paid in full including all late payments

Any invoices 90 or more days past due will be assessed with a 25% penalty and turned over to a third part collection company. The client will also be responsible for any and all fees associated with invoices that have gone to collections. Cornerstone Analytical Laboratories will not provide any testing services for clients that have invoices in collections.