



## ANALYSIS REQUEST FORM

Please refer to ESCL catalog of services at <http://www.aescl.missouri.edu> for analytical tests. Shorthand codes are available for many tests. Indicate any special instructions you may have on the back of this form or on attached letterhead stationery ([click here](#) for packing slip requirements).

**Carefully package your samples, include a completed copy of this form, or detailed letterhead cover letter, and mail to:**

Dr. Thomas P. Mawhinney, Director, Experiment Station Chemical Laboratories  
Room 4 Agriculture Building, University of Missouri, Columbia, MO 65211-7170

Sample Description <i>Required</i> (ex., soybean, oil, meal, grain, etc.)	Sample Label (Use sequential numbers/letters, when possible, <i>sorting fees apply</i> )	Requested Analyses or Codes	Supplemental values <i>must</i> be declared	Expedite <sup>†</sup> (Check if applicable)
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Company Name and Address:	Phone Number:	Email Address <b>or</b> FAX Number:
	Name of Person to Receive Reports:	Send Invoice To: <i>(if different from sender's address)</i>
	Date Sent:	Purchase Order Number: <input type="checkbox"/> Check if using credit card

<sup>†</sup>Expediting analyses incurs a 50% surcharge of standard analytical cost.

Minimum billing for standard analyses is \$55; for expedited analyses, \$75.

An asterisk (\*) denotes a standard procedure unless another notation is made or if sample matrixes dictate requirements.

<b>Report Style:</b> <i>(select one)</i>  <input type="checkbox"/> Standard Report (as received) * <input type="checkbox"/> 100% Dry Matter (requires moisture)	<b>Sample Storage:</b> <i>(for additional information click here)</i> <input type="checkbox"/> Standard 40 days storage after report * <input type="checkbox"/> Other (store ___ weeks) † <input type="checkbox"/> Return assayed sample only §† <input type="checkbox"/> Return all unused shipment §†
* denotes a standard procedure unless another notation is made or if sample matrixes dictate special requirements. † All request(s) for samples to be returned require a <b>completed</b> FedEx or UPS shipping form. A handling charge, in addition to the standard analytical cost, may apply and be included on the University invoice. § Only applicable to non-biohazard samples that are received in reusable shipping containers.  Please inquire (573-882-2608) prior to submitting samples.	<b>Storage Conditions:</b>  <input type="checkbox"/> Air-tight, room temperature* <input type="checkbox"/> 4 °C refrigeration (40 °F)* <input type="checkbox"/> -29 °C refrigeration (-20 °F) † <input type="checkbox"/> -62 °C refrigeration (-80 °F) † <input type="checkbox"/> Other (please specific below) †

**Special Instructions:** *(indicate below any instructions about your samples you may wish OR attach letterhead stationery)*

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