

TEST REQUEST FORM

APPLICANT INFORMATION:		APPLICATION DATE:	
Company Name:			
Address:			
Tax Office :		No:	
Contact Person Name:		e-mail	
Fax:		Tel./Extension	
Requested service term Normal(3 working days) <input type="checkbox"/> *Express(2 working days) <input type="checkbox"/> **24 hours <input type="checkbox"/>			
<small>There are extra charges for rush services. Moreover, this is not applicable for all tests. Please take information about rush services. Due to the Standard test period, delivery may last more than three working days. * %50 of Standard prices for extra charge, ** %100 of Standard prices for extra charge</small>			
Is sample supposed to be sent back ? Yes <input type="checkbox"/> No <input type="checkbox"/>		How the report and the sample(if any) are supposed to be delivered? By Hand <input type="checkbox"/> Cargo <input type="checkbox"/>	
Additional requests in report : <input type="checkbox"/> Accreditation logo* <input type="checkbox"/> Measurement uncertainty <input type="checkbox"/> Evaluation <input type="checkbox"/> Report in English			

No	Sample Description	Sample Amount	Tests / Standard No.	Test Cost <small>(to be filled by lab.personnel)</small>	
				Unit Cost	Total Cost

Test start date and estimated due date:	Total Test Cost (TL -Vat included) :
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Terms & Conditions of Business:

1. Please fill in the request form completely and correctly. Reports are prepared based on the request form. Any request to change on the information already given on the form should be stated in written way and before test procedures have started. Verbal request for report revision will not be taken into consideration; reports and invoices will be prepared in accordance with the original information on the request form.
2. It is necessary to get a confirmation about service terms. For some tests taken by TEKNOTEKS, service term may last more than normal period. Submission of the applicant, with missing information on the form or insufficient sample can not be started. The date on which the deficiencies are completed, will be accepted as the first working day.
4. Applicant is responsible for the delivery of the sample which is suitable for tests. Also the packaging, conservation and transport of the sample are the responsibilities of the applicant.
5. Deviation from the requirements of the customer is committed to the written, oral, or is informed by e-mail to the customer. *appeal period is 1 month from the date of result notification
6. With missing information, insufficient sample or awaiting for payment samples are held for maximum 1 week in our laboratory. For this period we are not responsible for the samples' storage.
7. If the sample is supposed to be sent back, the applicant is supposed to take the sample in one week. If it is requested, the sample may be sent by cargo with receiver payment.
8. Cancellation requests of the tests of shuttle and sameday services will be considered valid if applied with in 24 hours. Later cancellation requests will not be taken into considered. Our laboratory have the right for cancellation of tests with rush services.
9. Test reports is delivered only and always to the applicant, written in the form of the representative companies, and the listed companies, especially in the form requested by the applicant. There will be no information for the person or entities other than the applicant's written consent, except for having the written authority. Teknoteks laboratory keeps customer information confidential.
10. Samples tested or remaining parts are stored at least 12 months. If the customer demand, they are stored for the validity period of the report.
11. In delay payment or unpayment conditions, TEKNOTEKS has the right to not to prepare a new test report until the payments done.
12. TEKNOTEKS has no responsibility for in case of delay because of the natural disaster, war, terrorism, government restrictions or state law, any introduction of a restriction, strike, lockout, the machines malfunction, fire, accident, for reasons such as performance or assumes.
13. Execution offices and Ankara courts are authorized for the business disputes arising from this service agreement between the parties.
14. See the below table for the minimum required sample quantity for the individual tests. Applicant can require explanations when needs.

RECOMMENDED MINIMUM AMOUNT OF SAMPLE FOR TESTS

- A. Colourfastness Tests:** 40x40cm for each test, 60cm full width for full analysis (for plain-coloured)
- B. Physical Tests:** 1-Dimensional change; woven: 75cmx75cm; knit: 80cmx full width
 2-Strength tests (tensile, tear, bursting etc.); fabric, 50cmx full width for each test, leather; 3pieces (ridge lines are set), A4 sized
 3-Yarn no.; minimum 100 m.
 4-Fabric Performance Tests (pilling, abrasion etc.) 50cmx full width for each test, lining, nonwoven 3pieces A4 sized
 5-Compression, impact, penetration, conductivity etc. heel energy abs. (for footwear) 2 pairs of small, medium and large number for each test
 6-Uppers/outsole and sole interlayer bond strength, abrasion, density etc. 2 pairs of small, medium and large number for each test
- C. Composition and Analytical Tests:** 1-Fabric fiber composition; min. 30x30cm
 2-Analytical tests (formaldehyde, ash, pH, oil etc.) fabric composition for each test, leather 3pieces A4 sized
 3-Water vapor permeability, flex; leather 3pieces A4 sized

Test Requester <small>(I accept and confirm the terms and conditions of business)</small>	Date	Signature (Company Approval)
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Test Request Receiver <small>(This section will be filled by TEKNOTEKS)</small>	Date	Signature (Company Approval)
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Explanation: (If any)