



JOB REQUISITION FORM

Quotation No. : _____ Job Requisition No. : _____ Primary Test Centre : _____
 Customer : _____ Representative Name : _____
 Project : _____ Tel. No. : _____
 Location : _____
 Date : _____ Time : _____

Test(s) Requested	Specification	Description of Sample	Unit	Quantity	
				Req.	Actu.
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		
			No.		

Remarks: 1. As requested by customer or one month after the issue of the test certificate, the tested/untested sample will be disposed of.
 2. Attention is drawn to the customer that The Lab's Staff should not accept any offering or advantage when conducting their duty as defined in the prevention of bribery ordinance cap 201 and any undue pressure exerted on The Lab's Staff with the intention of affecting the test result(s) may be reported to the Police or the ICAC.

The Lab Staff Information Time Arrived on site: _____ Time Leave on site: _____	No. of staff (Requested by Customer)	Type of Overtime	Overtime Charge No. of hour per staff _____ Hrs. Total OT Charge _____ Hrs.
		<input type="checkbox"/> Lunch Hour <input type="checkbox"/> Outside normal working hour	

Test Requested and Confirmed By : _____ Name : _____ Date : _____
 (Signed for on behalf of Customer)

Contract Review
 This job requisition has been reviewed and has been found to meet the following.
 the requirements, including the methods to be used, are adequately defined, documented and understood;
 the laboratory has the capability and resources to meet the requirements;
 the appropriate test and/ or calibration method is selected and capable of meeting the customer's requirements

Otherwise,
 the job is rejected and customer contacted accordingly.
Approved By: _____
 (Signed for on behalf of The Lab(asia) Ltd.)

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