



## **Payment Terms & Conditions**

- Prepayment is required for all first time clients.
- Payment terms are net 30 days of invoice date, upon approved credit only.
- Accounts delinquent 90 days will be scheduled for collection.
- A late charge of 1.5% per month late may be added to all unpaid balances.
- Delinquent accounts may be served on a prepayment/C.O.D. basis.

## **Special Needs and Charges**

- Please contact our Sales department for a quotation or full price list.
- A \$75.00 minimum charge per submission applies.
- Extra charges may apply for rush analysis, special sample preparation, non-typical report format, consulting, or other non-typical customer request or needs.

## **Sample Submission**

- Before submitting a sample, new clients must fill out and submit our Credit Inquiry Form.
- Provide representative samples of the products you wish to be analyzed.
- Results only apply to the samples submitted.
- When submitting a sample YOU MUST have ALL following paperwork:
  - Chain of Custody - Include sample identification, name and address, telephone and fax numbers, written instructions or list of analyses to be performed, email address, date and signature.
  - Analysis Request Form - Include name, address, phone and fax numbers, sample identification, analyses to be performed, date and signature.
  - Price Quote - If you got an official price quote, please submit a copy with your sample.
- Please submit perishable samples on ice to help maintain the integrity of the sample.
- Nutritional Labeling Samples - Be sure to specify serving size of sample, list of ingredients, and package net weight.
- All Samples MUST be clearly labeled and identified. Include instructions with the sample, not separately.
- If your sample and paperwork are not submitted with all pertinent information, Michelson Laboratories, Inc **reserves the right not to accept your sample submission.**

## **Policies**

- Michelson Laboratories, Inc.'s liability for any service rendered or test performed on behalf of a client is limited to the amount Michelson Laboratories, Inc. has been paid by the client for that particular test or service. Michelson will not be liable for any consequential damages allegedly sustained by the client as a result of or in connection with a test or service performed by Michelson. Under no circumstances shall Michelson Laboratories, Inc.'s liability arising from or in connection with the performance of a test or service exceed the amount it was paid for that test or service.
- Repeat Analyses - Michelson Laboratories, Inc, may repeat analyses per the client's request. If the repeat analyses results confirm the original results, the client may be charged for the duplicate testing.

I have read and agree to the Terms & Conditions listed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_