

This document must accompany every sample shipment. It serves as an official record documenting the chronological custody transfer, batch identification, and security profile of samples from dispatch through laboratory intake.

1. SUBMITTER INFORMATION

CLIENT COMPANY _____	CONTACT NAME _____
ACCOUNT NUMBER _____	EMAIL / PHONE _____
PROJECT ID / PO NUMBER _____	REQUESTED TURNAROUND _____

2. SAMPLE INVENTORY MANIFEST

ITEM	TARGET COMPOUND NAME	LOT / BATCH ID	QUANTITY	UNIT MASS
1				
2				
3				
4				
5				

3. CHAIN OF CUSTODY LEDGER

RELINQUISHED BY (SIGNATURE)	RECEIVED BY (SIGNATURE)	DATE / TIME	TRANSFER METHOD
_____	_____		Initial Dispatch

RELINQUISHED BY (SIGNATURE)	RECEIVED BY (SIGNATURE)	DATE / TIME	TRANSFER METHOD
<hr/>	<hr/>		Courier Transfer
<hr/>	<hr/>		Lab Intake Rep