



ENVIRONMENTAL LABORATORY CUSTOMER SETUP/UPDATE FORM

CLIENT INFORMATION		
Name:		Submitted by:
Address:		Submitted Date:
City:	State:	Zip:
PRIMARY CONTACT INFORMATION		
Name:		Title:
Phone:	Cell:	Email:
BILLING INFORMATION (if different from above)		
Address:		
City:	State:	Zip:
Contact Name:		Title:
Phone:	Cell:	Email:
REPORTING INFORMATION		
Please list the individuals to receive laboratory reports. Contact and billing email addresses do not automatically receive reports. Please list them again if you want them to receive laboratory results.		
Name:		Email:
Name:		Email:
Name:		Email:
Name:		Email:
Name:		Email:
INVOICE INFORMATION		
Payment is required at the time samples are submitted, unless a credit account is setup, in which case invoices will be sent monthly. To setup a credit account, complete and submit a Credit Application.		
Does your company require purchase orders? <input type="checkbox"/> Yes <input type="checkbox"/> No If using a standing PO, indicate #:		
ANRA USE ONLY		
<input type="checkbox"/> New client profile created		<input type="checkbox"/> Existing client profile updated
Received by:		Entered into LIMS by:
Received Date:		Entered Date: