




Mairin OHS&E Consulting Pty. Ltd.
Safety, Environmental & Quality Management System
AF-011-1 – Client Sample Registration Form

Samples to: Mairin OHS&E Consulting Pty Ltd
18-20 Kirk Street, Moe, Vic 3825

Ph: 03 5127 2311
mairin@dcsi.net.au

Billing Details	Work Order /PO Number:		PO 45923567	
	Samples From (your name)		Don Moey	
	Company Name (if applicable)		My Company Pty Ltd	
	Address	888 Some Street		
		Mytown Vic 3000		
	Phone #	0400 000 000	Fax #	03 8888 8888
	Email	don.moey@mycompany.com.au		
Identification Timeframe & Notification				
Results Reporting	Are the samples urgent? If you must have a result within 24 hours, a 20% surcharge will apply.		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Do you need the samples analysed outside normal hours? If yes, a minimum 4 hour charge will apply for staff to work back or come in on a weekend.		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	Telephone <input checked="" type="checkbox"/>	Fax <input type="checkbox"/>	Email <input checked="" type="checkbox"/>	Post <input type="checkbox"/>
Sample details are required for the Certificate of Analysis. Details should contain sufficient information to enable a removalist to clearly identify the material at site from the description on the certificate.				
Sample Details	Site Location/Address: (This should be a worksite or address from where the samples were taken)		26 Another Street, Yourtown, Vic 3333	
	Sample 1: Source location: (This should be the location of where the sample was taken from at the above address e.g shed, bathroom, Dredger etc)		Kitchen Floor Underlay,	
	Description: (e.g Vinyl tile, cement sheet, gasket etc)		Cement Sheet	
	Sample 2: Source location:		North Side Eaves	
	Description:		Cement Sheet	
	Sample 3: Source location:		Bathroom floor	
	Description:		Yellow vinyl sheeting	
	Sample 4: Source location:		Workshop main boiler	
	Description:		Rope door seal	
Signed:			Date:	16/05/2016
OFFICE USE ONLY				
JOB NO:		DATE RECEIVED:		
RECEIVED BY:		TIME:		