

Sample Submission Form Instructions

Thank you for choosing ChromaDex™ for your analytical service needs. These instructions will guide you through your sample submission process.

1. Contact your ChromaDex™ Technical Sales Representative to discuss the details of your program and testing needs. Your ChromaDex™ Rep may then draft your customized Sample Submission Form based on your communication and email it to you.
2. The Sample Submission Form can be completed and modified using your computer. Please fill out each field related to your sample.
3. Check and complete all information paying special attention to the following:
 - Contact Information: Be sure to list the correct email addresses because you will receive your results by email. Reports can only be sent to the email addresses listed on your Sample Submission Form.
 - Sample Information: This section must be completely filled out. Multiple lot#s under the same sample name can be included on the same Sample Submission Form. The lot# and sample name on the must match the lot# and name written on the sample itself. In the case of a discrepancy, the information on the sample will be used.
 - Assay Information: Some of this section may already be completed by your ChromaDex™ Rep. Be sure to double check this information, circle the report type, and circle the turn around time.
 - Expected Range: Please indicate the general range for your expected results if known.
 - Specification Information: If desired, you may indicate a reporting unit for your result by noting it in the "Spec" column. Otherwise, standard units appropriate to the sample type and assay will be used.
 - Client Authorization: Indicate your payment method by either PO or credit card. Sign and date the Sample Submission Form. Your Sample Submission Form will not be accepted without a signature.
4. Fax a copy of the completed and signed Sample Submission Form to our office at 949-419-0294 or you may scan it and email to your Technical Sales Representative.
5. Include the original copy of your Sample Submission Form in your sample shipment and ship to ChromaDex™ Analytics, attn: Sample Management, 2830 Wilderness Place, Boulder, CO 80301.
6. Any lot# or assay additions to your original Sample Submission Form after submission will need to be entered with a new Sample Submission Form. Please contact your ChromaDex™ Rep for assistance with such revisions.

ChromaDex™ offers a rapidly expanding list of contract services. Choosing the correct assay and report type is crucial to the success of your program. The ChromaDex™ sales team is here to help you, so please don't hesitate to contact us with any specific questions relating to our analytical services.

