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| **Customer Information** | **Full Name and Title of the Applicant** |  |
| **Taxpayer ID No/TR ID No** |  |
| **Institution/University & Department** |  |
| **Contact Information** | Telephone Number |  |
| E-mail - Fax Number |  |
| Address |  |
| **The Area Where Lab Test Results Will Be Used** | **The Source Where Payment Is Being Made From** |
| Master’s Studies |  | University |  |
| **Doctoral Studies** |  | Public Sector |  |
| Consultancy |  | Private Sector |  |
| **Project** |  | Individual |  |
| Quality Control |  | Protocol |  |
| **Industrial R&D** |  | GEBZELAB |  |
| Other  |  | Other |  |

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| **Information Related to the Measurement – Analysis – Product Consultancy – Service Requested**  | **This form is to be fully completed in order for the requested lab test(s) to take place.**  |
| **Lab Test Method**  |
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| --- | --- | --- | --- | --- | --- | --- |
| **Sample-Related Information** | **Label No** | **Sample Name** | **Sample Contents** | **Label No** | **Sample Name** | **Sample Contents** |
| 01 |  |  | 07 |  |  |
| 02 |  |  | 08 |  |  |
| 03 |  |  | 09 |  |  |
| 04 |  |  | 10 |  |  |
| 05 |  |  | 11 |  |  |
| 06 |  |  | 12 |  |  |
| Sample-Specific Storage Conditions (if any)  |  |
| Procedures Applied on the Sample (if any) |  |
| I would like the remaining sample to be returned: | Yes | No |

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| **THIS SECTION IS TO BE COMPLETED BY GEBZELAB** |
| Document Record Number |  | Lab Test Start-End Date |  |
| Application Date |  | Lab Test Fee |  |
| Lab Test Approval |  |

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| **THIS SECTION IS TO BE COMPLETED BY GEBZELAB** |
| **+ Consultancy** | As per the Article 37 of the Law No. 2547, within the framework of the Regulations Governing the Management of Revolving Fund at GTU, on the condition that they do not neglect their academic and administrative duties and under the following conditions, it has been approved that ……………………., Faculty Member at the Department of …………………, Faculty of …………………….., Gebze Technical University, is permitted to be off duty to provide service for planning and transportation between ../../….-../../../…., …. times a month, (…) full/half days (… days a week) as requested by …………………………, and as per the decision dated ….. and numbered 20../…. of the Executive Board of the Faculty of ……………, and the decision dated …………………… and numbered ……………………… of the Rectorate of Gebze Technical University, Republic of Turkey.  |

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| THIS SECTION IS TO BE COMPLETED AND SIGNED BY THE APPLICANT |
| To the Directorate of GEBZELAB, GTUI kindly request that ……. pieces of samples are tested and the test report is submitted to me [ ]  by hand [ ]  via mail [ ]  via e-mail.  The sample has harmful effects on the environment, human health, or on the test device. [ ]  Yes [ ]  No  The amounts of the samples with the potential to harm the user, the environment, or the test device must be provided below as they are specified on MDSS (Material Data Safety Sheets).  [ ]  Respiration: \_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Skin: \_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Eyes: \_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_ **APPLICANT’S FULL NAME AND SIGNATURE**  |

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| **PAYMENT PROCEDURE** |
| The fee determined for the Measurement/Analysis/Service/Test must be indicated with the “Work Code ID”, which is generated as you fill this form, using the phrase “for GEBZELAB (GEBZELAB adına)”, and must be paid to GTU’s Revolving Fund Accounting Office’s bank account numbered 34749603-5001 at the Gebze Branch (164) of Ziraat Bankası, Republic of Turkey. (If the payment is being made for “Consultancy” service, it must be made by the 15 of every month. IBAN (TRY): TR04 0001 0001 6434 7496 0350 01IBAN (USD): TR04 0001 0001 6434 7496 0350 02 |

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| GEBZELAB Sample Acceptance Criteria |
| The customer is obliged to abide by the following rules when shipping samples, along with the conditions defined in the Lab Test Service Agreement. In the event that non-conforming samples are shipped, GEBZELAB reserves the right to not accept the sample(s).  |
| **A** | **Transportation Method and Time Criteria for the Sample(s)** |
| 1 | The customer bears all responsibility for the conservation of the sample(s) for the duration of time till the sample(s) are received by GEBZELAB.  |
| 2 | The samples are to be transported to the lab under appropriate conditions without losing their composition.  |
| 3 | If the samples have specific storage conditions, they are to be DEFINITELY specified in the related section of the Lab Test Request Form.  |
| 4 | GEBZELAB is not responsible in any way for any damage and/or loss that may occur during the shipment/transfer/transportation of the sample(s) outside the institution.  |
| **B** | **Packaging Method and Sample Volumes** |
| 1 | All samples are to be submitted in special sample boxes in a way that they do not spill and get mixed with each other, with their lids tightly closed.  |
| 2 | Packagings with cracks, packagings that are damaged, or very dirty are not accepted as the characteristics of the sample might have been decomposed.  |
| 3 | The packaging for samples are to have labels that contain sample descriptions. All samples are to be numbered starting from 01. Only the sample code shall be indicated on the lab test result report. |
| **C** | **Sample Types and Volumes** |
| 1 |  |
| 2 |  |
| 3 |  |
| **D** | **Lab Test Acceptance Conditions**  |
| 1 | Any requests regarding the lab test after the Lab Test Report is provided are subject to additional pricing.  |
| 2 | Sample Acceptance Criteria are to be carefully read before **GEBZELAB Test Request Form** is completely filled and delivered to GEBZELAB Sample Admission Unit in person or via mail.  |
| 3 | GEBZELAB can in no way be held responsible for any reason regarding any damage caused to the sample(s), or because of the success/failure of the test/measurement/analysis results.  |

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| GEBZELAB Lab Test Service Agreement This agreement takes place between Gebze Central Lab and the Customer. All individuals and institutions/organizations that request service from Gebze Central Lab are herein referred to as the “CUSTOMER”, and Gebze Central Lab is referred to as “GEBZELAB”. * 1. The customer is to complete the sampling procedure in compliance with the test conditions.
	2. The customer bears all the responsibility for the shipment, packaging and conservation of the sample(s) until the sample(s) has been received by GEBZELAB. GEBZELAB cannot be held responsible for any inconvenience that might occur in test results due to the inappropriate shipment, packaging and conservation of the sample(s).
	3. The application for samples that do not comply with sample acceptance criteria shall not be accepted by GEBZELAB.
	4. The customer is to code and sort the samples starting from “01”. The codes are to be written on the sample(s) in a way that they do not get deleted.
	5. The Lab Test Request Form is to be fully completed and signed by the authorized individual in order for the application(s) to be accepted.
	6. Upon the completion and signing of the Lab Test Request Form, the customer agrees that they have stated the harmful effects (if any) of the sample on human and environmental health, otherwise the customer agrees that they are responsible for any inconvenience that might occur.
	7. A list of all lab tests and their prices, and payment conditions has been published in detail on the website “gebzelab.gtu.edu.tr”. The customer agrees and guarantees that they shall abide by the payment conditions published on this website. The customer also agrees that in the event that they do not abide by the payment conditions, the necessary legal actions shall be taken against them in the face of legal and administrative authorities.
	8. Test durations stated on the website are estimated durations and GEBZELAB cannot be held responsible for any delays beyond its control. The customer shall be informed in writing in the event of any divergence from the guaranteed conditions.
	9. For tests scheduled on appointment, the customer agrees that they shall be present at the laboratory at the appointment time, that they shall inform the lab at least one day before the lab test if they shall not be able to be present at the appointment due to compelling reasons; otherwise, they agree that they shall pay the test fee.
	10. The samples whose return are requested by the customer shall be returned along with the test report. If the samples are not collected in fifteen days, they shall be sent to disposal. After the lab test procedures are completed, the samples whose storage are possible shall be stored for a duration three months under appropriate conditions unless otherwise stated by the customer, and be sent to disposal at the end of this period.
	11. All shipments costs shall be born by the customer.
	12. The test report shall not be issued until the lab test document and payment proof have been submitted to GEBZELAB.
	13. The invoice for the test, analysis and service fee shall be sent to the applicant along with the test report.
	14. In the event that lab test results are used in a scientific publication, it is obligatory that it is mentioned in the related publication that the tests took place at GEBZELAB, Gebze Technical University.
	15. **The customer guarantees that the test results belong only to the tested samples, that they shall not be used for commercial purposes, that they shall not be used in commercials with any mention of GTU and/or in a way to mean that they have been approved by GTU.**
	16. Only one lab test report shall be issued per lab test. Additional reports and different result formats are subject to additional pricing.
	17. In the event that any test is repeated due to objection from the customer and the same results are found again, the customer shall pay the service fee in full.
	18. If no duration has been specified for consultancy, prices shall be calculated for a calendar year, and the form shall be re-completed annually.
	19. GEBZELAB has no and does not track information regarding the scope of, the duration of and the tests for the projects that are conducted under TEYDEB, SANTEZ, KOSGEB, BAP, AB, TÜBİTAK etc. and for which lab tests are requested. Any legal and penal responsibilities that may arise from the non-conformity of the tests requested from GEBZELAB to the project’s conditions whose number is indicated in the related Lab Test Request Form and/or Money Transfer Form belongs to the project coordinator and the customer(s). Any legal or penal responsibilities that may arise from situations where an expired budget project has been used, where any tests that are not covered by the project are requested as if they are covered by the project, where the content of the conducted lab test and the content on the invoice received from GTU Revolving Fund Management are different belong to the project coordinator and the customer(s) as per this agreement issued by GEBZELAB.
	20. Any conflicts arising from this agreement shall be resolved by Gebze Courts.
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| **I HEREBY STATE THAT THE INFORMATION I HAVE PROVIDED IN THIS FORM IS CORRECT AND THAT I COMPLETELY AGREE WITH THE TERMS AND CONDITIONS IN THIS GEBZELAB TEST SERVICE AGREEMENT.**  **APPLICANT’S FULL NAME AND SIGNATURE** |