


Basic and Applied Scientific Research Centre Dammam 31113, Saudi Arabia		 <b>جامعة الإمام عبد الرحمن بن فيصل</b> <b>IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY</b> مركز البحوث العلمية الأساسية و التطبيقية Basic and Applied Scientific Research Center	
Procedure Title: <b>QUALITY MANUAL ISO/IEC 17025:2017</b>		Document No. <b>Samples -IAU-BASRC-010201-F-03</b>	
Department/Section	<b>Quality Assurance / Lab</b>	Revision Date: <b>1.1.2022</b>	Next Revision Date: <b>1.1.2026</b>
		Revision No. <b>1</b>	Page <b>1</b> of <b>2</b>

## REQUEST FOR FT-IR SERVICE

<b>TYPE OF SERVICE:</b>		<input type="checkbox"/> Internal	<input type="checkbox"/> External
<b>REQUESTER INFORMATION</b>			
Client Name:			
Organization Type:			
<input type="checkbox"/> College		<input type="checkbox"/> Research institute	
<input type="checkbox"/> University			
Name of organization:			
Department:			
E-mail:		Mobile:	

**Client Name:**


.....

Sig.:

Date:



Send to [csd.sacb@iau.edu.sa](mailto:csd.sacb@iau.edu.sa)

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## REQUEST FOR FT-IR SERVICE

SAMPLE INFORMATION
Number of samples:
IR spectra: <input type="checkbox"/> With noise <input type="checkbox"/> Without noise
Do you want to analyze the sample by adding KBR ? <input type="checkbox"/> YES <input type="checkbox"/> NO
Safety precautions: <input type="checkbox"/> Toxic <input type="checkbox"/> Flammable <input type="checkbox"/> Biohazardous <input type="checkbox"/> None
INSTRUCTIONS
1- Sample weight should be <b>1 g</b> or more.
2-The results will be sent by e-mail <u>within 10 working days</u>
<b>Would you like to retrieve your samples after completing the analysis:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>pleas collect your samples no later than one week from receiving this e-mail. After a week, the samples will be disposed</b>
<b>Special Comment On Storage the Samples:</b> .....
<b>Acknowledgment:</b> All information filled in by the Client is correct

**Samples Supervisor Name:**

.....

Sig.:

Date:



Send to [csd.sacb@iau.edu.sa](mailto:csd.sacb@iau.edu.sa)