



## NEW CLIENT APPLICATION FORM

### CLIENT INFORMATION

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE: (\_\_\_\_)\_\_\_\_-\_\_\_\_ MOBILE: (\_\_\_\_)\_\_\_\_-\_\_\_\_

### CLIENT ADDRESS

#### BILLING CONTACT

CONTACT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL(REQUIRED): \_\_\_\_\_

#### REPORTING CONTACT *(if different than above)*

CONTACT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL(REQUIRED): \_\_\_\_\_

### PAYMENT INFORMATION

PAYMENT TYPE: \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ CHECK \_\_\_\_\_ EFT

CREDIT CARD TYPE: \_\_\_ VISA \_\_\_ MASTERCARD \_\_\_ AMEX \_\_\_ DISCOVER

LAST FOUR DIGITS OF CREDIT CARD#: \_\_\_\_\_ EXP: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

CARDHOLDERS SIGNATURE: \_\_\_\_\_

*By signing above, I hereby authorize the use of the above credit card to EAA.*

Please complete this form and email it to David Heintskill: [dheintskill@ealab.com](mailto:dheintskill@ealab.com). If you have any questions or concerns, please call 989-895-4447. We look forward to doing business with you!

[www.ealab.com](http://www.ealab.com)

Environmental Analysis Associates, Inc. Terms and Conditions

- 1. Turnaround Times (TAT):** Turnaround Time (TAT) are based on the lab hours. Samples are date/time stamped when they are logged in during lab operational hours for the particular lab utilized. As such, Rush TAT's (24hr and Same Day) must arrive at the laboratory early enough in the day if same day results are needed. Contact EAA for hours of operation and sample delivery times necessary to accommodate Same Day TAT requests.
- 2. Results** will be sent via email to the client email address provided on the chain of custody (COC). Please let the lab know if any other individuals need to be sent the results as well on the chain of custody (COC).
- 3. Standard payment terms** are a NET 30 Days from date of lab invoice. Interest charges will apply to past due payments. If payment remains outstanding after 60 days, EAA reserves the right to refuse additional work from client and hold or suspend data until such time as the account is made current. Client agrees to pay any collection costs incurred to collect past due balances.
- 4. EAA Standard pricing** is periodically adjusted and EAA reserves the right to update our prices at our sole discretion at any time.
- 5. Sample Retention:** EAA retains and holds samples for a time period of 3 weeks only. If samples need to be retained by the laboratory for a longer period of time, you must make arrangements for retention at the time of sample submission. Additional charges may apply.
- 6. Samples:** Clients must provide, together with a completed and signed chain of custody (COC) form with adequate instructions describing the type of analysis requested.

By signing below, you are indicating that you have read, understand and agree to the terms and conditions above.

CLIENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Please complete this form and email it to David Heintskill: [dheintskill@eaalab.com](mailto:dheintskill@eaalab.com). If you have any questions or concerns, please call 989-895-4447. We look forward to doing business with you!

[www.eaalab.com](http://www.eaalab.com)