

Product Submission Form – General
Please complete this form and return/submit with product(s) for testing.
Accurate attention to detail will ensure satisfactory completion of work.

Client Details

Company name		Purchase Order No. **	
Contact person		Turn-around (select one)	
Telephone			
FAX			
Email		Priority (+50%)	

** If not supplied, terms of trade will require pre-payment.

Sample Details (text will appear on report where possible)

Manufacturer:	
Product ID/Catalogue No./Part No:	
Make, Model and Year:	
Reference (standard) to test against	

Additional details / mounting orientation etc

Product Return Details (if applicable)

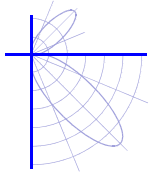
Carrier		Account Number	
Attention / Delivery address:			

If details are not complete, product(s) will be kept for 30days before disposal.

Authorised By:

Date

___/___/___



Terms and Conditions.

THE SUBMITTER AGREES TO THE CONDITIONS SPECIFIED BELOW

- All Quotation(s) are subject to LightLab's Terms & Conditions
- Confidentiality - LightLab can only discuss results with a nominated representative of the company supplying LightLab a purchase order for the work. Discussions with a third party cannot be entered into without written authorisation from the purchasing client.
- If the services are requested in connection with a dispute, contract or tender then LightLab requires details before or with submission of the sample. LightLab reserves the right to decline testing of the sample(s) or require a discussion between all parties before providing the services.
- If samples for test are provided by a party other than the manufacturer then the manufacturers' details and/or product photograph will not be listed on the report except where written permission is provided by the manufacturer.
- Completion dates quoted are our best estimates and every endeavour will be made to meet these dates however no responsibility will be taken if these dates are unable to be met.
- Our quotation is based on the submitter providing the relevant technical documentation at the time of application.
- Compliance testing is performed with our 'best effort result' determining compliance, uncertainties will not be considered.
- No responsibility will be accepted for loss or damage to the product(s) submitted or for the condition of the product(s) after testing.
- We do not accept any responsibility for loss during transport to or from LightLab. For return, delivery insurance can be arranged by special order. You must inform us if you require this.
- LightLab will dispose of the product(s), if return details not supplied (in the product submission form), 30 days from completion of the job.
- Test samples must be supplied complete and wired ready to run. Sample requiring assembly or fitting of components to operate will be charged at the current laboratory rate.
- Product(s) may be dis-assembled for testing / reporting purposes. The submitter agrees that the products may be hazardous after testing. If product(s) are returned, they will require inspection and possibly rewiring before use
- If a submitter cancels a project prior to completion an administrative fee of \$250 will be charged in addition to any pro-rata testing fees.
- Where product(s) have special mounting, installation of other requirements these shall be provided by the submitter at the time of application.
- If the luminaire has intelligent ballasts these must be programmed for 100% light output at "power on" otherwise additional lab fees will apply.
- Quotations are based on the assumption that the article complies at the completion of the testing program.
- In the event of non-compliance(s) LightLab will provide a summary of those non-compliances and their cause. A non-compliant report can be issued if requested.
- Delivery, if quoted by LightLab, is from the date that all required components for the test are delivered to LightLab.
- LightLab staff can perform investigations and modifications, or can consult as to possible solutions, for an additional charge of \$200/hr. Any additional assessment, testing, or reporting required after rectification of points of non-compliance will attract additional charges at a rate of \$250/hr. In such cases your verbal go-ahead will be required before any work is undertaken.
- LightLab's standard report format is in secure soft copy PDF format. Hard copies can be supplied for an extra charge of \$100 for the first original and \$25 for each subsequent original.
- Test reports always remain the property of LightLab International. Upon receipt of payment from the submitter LightLab grants a right to the submitter to reproduce the Test report(s) only in full. Reproduction of parts of the report is expressly forbidden without the prior written consent of LightLab International.
- If your company issues a purchase order you must forward a copy when accepting a quotation.
- For calibration of Lightmeters a label noting a calibration due date of 1 year will be applied unless you specifically instruct us otherwise.
- Any disbursement costs incurred (eg customs clearance) will be charged to your account at cost + 20% service fee.

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