NANOTECHNOLOGY & CATALYSIS RESEARCH CENTRE
BLOK A, ARAS 3, INSTITUT PENGAJIAN SISWAZAH
UNIVERSITI MALAYA
Tel: 03-7967 6273   Fax: 03-7967 6956
Email: ts_nanocat@um.edu.my

JOB NO.	

THERMOGRAVIMETRIC ANALYSIS REQUEST FORM

CUSTOMER INFORMATION

Requested By		Department/ Faculty/ Company Name	
Staff/ Matric/ IC/ Passport No.			
Email		HP/ Tel (O)	

Address		**FOR OFFICE USE ONLY**	
		Submission Date	
		Expected Date	

Please tick (√) in the box

☐ Nanocat Members ☐ Other Universities/GRI

☐ UM Others ☐ Industry/Company

Assignment Unit	
Lab Personnel	

SAMPLE INFORMATION

No.	Sample ID	Sample Type	Remarks

PRICE DETAILS

No. of Sample		Price per Sample (RM)		Total (RM)	

NANOTECHNOLOGY & CATALYSIS RESEARCH CENTRE
BLOK A, ARAS 3, INSTITUT PENGAJIAN SISWAZAH
UNIVERSITI MALAYA
Tel: 03-7967 6273   Fax: 03-7967 6956
Email: ts_nanocat@um.edu.my

DESCRIPTION OF TEST REQUIRED	PARAMETER	
Please tick (√) in the box ☐ TGA ANALYSIS ☐ TG-MS ANALYSIS ☐ OTHERS: _____	1) Temp Range (ºC) *Max : 1000 ºC*	
	2) Heating Rate (ºC/min) *Min : 10 ºC/min*	
Sample Compound ☐ Sulphurous ☐ Halogenated ☐ Acidic ☐ Others * *Lab Management of NANOCAT has a right to issues damage charges if the customer fails to declare the sample condition*	3) Flow Rate (ml/min) *Max : 50 ml/min*	
	4) Condition	i) _____ N_2 ii) _____ Air iii) _____ Others

ADDITIONAL INFORMATION			
Please tick (√) in the box ☐ HARMLESS ☐ TOXIC ☐ COMBUSTIBLE ☐ IRRITATING			

Expected Compound (TG-MS only)	1.	3.	5.
	2.	4.	6.

Additional Remarks (if any):

TERMS OF PAYMENT	
For University Malaya personnel: Payment to **'*TABUNG AKTIVITI NANOCAT'*. Account number: *J-55024-76160***	
Grant/Vote/Allocation	
Account No.	
*For Non-University Malaya personnel: Payment made by crossed cheque to **'Bendahari Universiti Malaya'** **CIMB Bank Account number: 1440-0004005-05-3***	

NANOTECHNOLOGY & CATALYSIS RESEARCH CENTRE
BLOK A, ARAS 3, INSTITUT PENGAJIAN SISWAZAH
UNIVERSITI MALAYA
Tel: 03-7967 6273   Fax: 03-7967 6956
Email: ts_nanocat@um.edu.my

TERMS AND CONDITIONS:

1. Please submit this form together with invoice commitment/any proof of payment before proceed with analysis **(for University Malaya personnel)**
2. Kindly return to the office the original copy of this Request Form with the Purchase Order from your company according to the total amount offered **(for Non-University Malaya personnel)**
3. Payment term is 100% upon agreement and the payment must be made within thirty (30) days after invoice is issued.
4. Cancellation of testing should be made to the Technical Service Officer in written form.
5. For normal test, 80% refund will be provided if cancellation is made within five (5) working days after payment. **No refund** will be provided for any later cancellation or for urgent test. ALSO, **no refund** will be provided if the test has been carried out.
6. The laboratory will provide test results within twenty five (25) working days, and five (5) working days for urgent test, calculated upon receiving complete payment. Analysis date will be based on availability of the slot (3 samples per slot).
7. For urgent test, the laboratory will provide test results within five (5) working days upon receiving complete payment whereby 100% additional from the original price will be charged.

Heating Range	NANOCAT Price (RM)	UM Price (RM)	Other University / GRI Price (RM)	Industry Price (RM)	Urgent Test Price (RM)
Below 600°C	80.00	100.00	200.00	250.00	100% additional
Above 600°C	160.00	200.00	250.00	400.00	100% additional
Maximum sample for urgent test is LIMITED to five (5) samples ONLY					

8. In case of instrument break down, customer will be given two options either to wait for the instrument to be repaired or cancel the analysis with 100% refund.
9. The quoted price is valid only for one-time test. If the test needs to be repeated for any reason (except technical mistakes from our laboratory), new charges will be incurred.
10. The laboratory has the rights to reject the test request. No fees will be charged if the test is rejected.
11. **Sample(s) packaging**: Preferably use only vial/microcentrifuge tube/zipper bag. Put all samples in zipper bag or container to avoid misshandling.
12. Provide **separate samples** for different test/analysis to avoid misshandling.
13. **Label** the sample(s) and packaging clearly with the sample name **as stated in the request form**.
14. Sample(s) **MUST** be collected after the analysis is completed/finished. Otherwise it will be disposed after 15 working days upon receiving the test results.

If you are agree to accept this offer, please sign and stamp as the Confirmation of Acceptance.

CUSTOMER DECLARATION, SIGNATURE & STAMP
I agree to allow NANOCAT/Bendahari UM to debits total amount of RM_____ from stated grant/vote/allocation to '*TABUNG AKTIVITI NANOCAT*' for this service charge.

REQUESTOR: **SUPERVISOR:**

....
Name: Signature & stamp:
Date: Date:

NANOTECHNOLOGY & CATALYSIS RESEARCH CENTRE
BLOK A, ARAS 3, INSTITUT PENGAJIAN SISWAZAH
UNIVERSITI MALAYA
Tel: 03-7967 6273   Fax: 03-7967 6956
Email: ts_nanocat@um.edu.my

FOR TECHNICAL STAFF USE ONLY

ACCEPTANCE / REJECTION CRITERIA

Items To Be Checked	Acceptance Criteria	YES (√)	NO (√)
Sample Weight	0.5-2.0 g		
Sample Form	Solid and powder only		
Sample Size	Sample is in small size which can fit into designated Aluminium or Alumina Crucible		
Sample Compound & Characteristic	Carbonaceous compound		
Stability of Sample	Sample must be stable at room temperature		
Temperature Range of Analysis	Between 25ºC to 1000ºC		
Availability of laboratory resources: NOTES: Test report should be delivered within: **Normal test:** 25 working days. **Urgent test:** 5 working days.	Lab personnel		
	Equipment (Gas/Consumables)		
Special request(s)	TM/LP has reviewed and agreed on the special request(s)		

DECISION

ACCEPT ☐　　**REJECT** ☐	Remarks (if any):
Reviewed/Accepted by	
Date	

SUBMISSION

SUBMITTED BY :	**SUBMITTED TO :**
…...……………………………………… Name: Date:	………………………………………………… Name: Date: