



**NANOTECHNOLOGY & CATALYSIS RESEARCH CENTRE  
BLOK A, LEVEL 3, INSTITUTE FOR ADVANCED STUDIES  
UNIVERSITI MALAYA**

Tel: 03-7967 6273 Fax: 03-7967 6956  
Email: ts\_nanocat@um.edu.my



JOB NO.	
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## RAMAN SPECTROSCOPY REQUEST FORM

### CUSTOMER INFORMATION

Requested By		Department/ Faculty/ Company Name	
Staff/ Matric/ IC/ Passport No.			
Email		HP/ Tel (O)	
Address		<b>FOR OFFICE USE ONLY</b>	
		Submission Date	
		Expected Date	
<b>Please tick (✓) in the box</b>  <input type="checkbox"/> Nanocat Members <input type="checkbox"/> Other Universities/GRI  <input type="checkbox"/> UM Others <input type="checkbox"/> Industry/Company		Assignment Unit	
		RAMAN / PL (325 nm)	
		Lab Personnel	

### SAMPLE INFORMATION

No.	Sample ID	Sample Type	Laser (325 / 514 / 785 nm)	Expected Phase / Raman Shift (cm <sup>-1</sup> )

### PRICE DETAILS

No. of Sample		Price per Sample (RM)		Total (RM)	
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### ADDITIONAL INFORMATION

<b>Please tick (✓) in the box</b>  <input type="checkbox"/> HARMLESS <input type="checkbox"/> TOXIC <input type="checkbox"/> COMBUSTIBLE <input type="checkbox"/> IRRITATING
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**Additional Remarks (if any):**



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TERMS OF PAYMENT	
For University Malaya personnel: Payment to ' <b>TABUNG AKTIVITI NANOCAT</b> '. Account number: WBS: <b>UM.0000348/KWJ.AK</b>	
Grant/Vote/Allocation	
Account No.	
For Non-University Malaya personnel: Payment made by crossed cheque to ' <b>Bendahari Universiti Malaya</b> ' <b>CIMB Bank Account number: 80-0127999-8</b>	

**TERMS AND CONDITIONS:**

- Please submit this form together with invoice commitment/any proof of payment before proceed with analysis (**for University Malaya personnel**)
- Please choose only one (1) laser either 325 nm / 514 nm / 785 nm. Additional laser will charge as a new analysis.
- 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**)
- Payment term is 100% upon agreement and the payment must be made within thirty (30) days after invoice is issued.
- Cancellation of testing should be made to the Technical Service Officer in written form.
- For normal test, 80% refund will be provided if cancellation is made within three (3) 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.
- The laboratory will provide test results within seven (7) working days for normal test, and three (3) working days for urgent test, calculated upon receiving complete payment.
- For urgent test, 100% additional from the original price will be charged.

NANOCAT Price (RM)	UM Price (RM)	Other University / GRI Price (RM)	Industry Price (RM)	Urgent Test Price (RM)
49.00	129.00	150.00	250.00	100% additional
*Maximum sample for urgent test is LIMITED to five (5) samples ONLY				

- 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.
- 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.
- The laboratory has the rights to reject the test request. No fees will be charged if the test is rejected.
- Sample(s) packaging:** Preferably, use only vial/microcentrifuge tube/zipper bag. Put all samples in zipper bag or container to avoid misshandling.
- Provide **separate samples** for different test/analysis to avoid misshandling.
- Label** the sample(s) and packaging clearly with the sample name **as stated in the request form**.
- Sample(s) **MUST** be collected after the analysis is completed/finished. Otherwise it will be disposed after fifteen (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 ' <b>TABUNG AKTIVITI NANOCAT</b> ' for this service charge.	
<b>REQUESTOR:</b>	<b>SUPERVISOR:</b>
.....	.....
Name:	Signature & stamp:
Date:	Date:



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### FOR TECHNICAL STAFF USE ONLY

#### ACCEPTANCE / REJECTION CRITERIA

Items To Be Checked	Acceptance Criteria	YES (√)	NO (√)
Sample Weight	0.1-2.0 g		
Sample Type	Powdered and thin film only		
Volatility	Non-volatile sample		
Stability of Sample	Sample must be stable at room temperature		
Availability of laboratory resources:	Lab personnel		
NOTES: Test report should be delivered within: <b>Normal test:</b> 7 working days. <b>Urgent test:</b> 3 working days.	Equipment		
Special request(s)	TM/LP has reviewed and agreed on the special request(s)		

#### DECISION

<b>ACCEPT</b> <input type="checkbox"/> <b>REJECT</b> <input type="checkbox"/>	Remarks (if any):
Reviewed/Accepted by	
Date	

#### SUBMISSION

<b>SUBMITTED BY :</b>  ..... Name: Date:	<b>SUBMITTED TO :</b>  ..... Name: Date:
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