

SAMPLE SUBMISSION FORM

An AASHTO Accredited Laboratory – Aggregates, Cement & Concrete



CTLGROUP USE:

SHIPPING:

Attention: _____ Date Submitted: _____

Shipped: FedEx UPS USPS Walk-In Other: _____

Delivery Date: _____ Tracking No.: _____ No. Pkgs: _____

CTLGroup Proj. No. _____

CONTACT INFO:

Submitter's Name: _____

Title: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Country: _____

Phone: _____

Cell Phone: _____

Fax: _____

Email: _____

Send Results To: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Country: _____

Phone: _____

Fax: _____

Email: _____

Final Report will be sent by Email. Hard copy available upon request.

Express mail service will be billed at cost plus 10%.

PAYMENT OPTIONS:

1) PURCHASE ORDER / INVOICE:

P.O. Number: _____

Send Invoice To: _____

Company: _____

Mailing Address: _____

City, State, Zip: _____

Country: _____

Email: _____

New Clients: Please enclose payment with your first order or complete the attached Credit Check Application

2) ADVANCE PAYMENT:

Check No.: _____ Check Amount: _____

3) CREDIT CARD:

Credit Card Type: VISA MasterCard AmEx

Cardholder's Name (print): _____

Credit Card Number: _____

Exp. Date: _____ (mm/yyyy) V-Code No.: _____

CC Billing Address: _____

City, State Zip: _____

Credit Card Payments: All CC information (above) & Authorized Signature (below) are required for CC payment.

SAMPLE HANDLING:

Number of Samples Submitted: _____

List all samples on second page. Attach additional pages as needed.

Are any samples Hazardous Materials? YES NO

Hazardous materials must be clearly marked on packaging and MSDS are required. After testing, hazardous materials will be returned or disposed of at submitter's expense.

Special Sample Storage?: _____

After testing, are samples to be: Returned? Or Discarded?

** Return shipping will be billed at cost plus 10% and time handling, unless a set fee has otherwise been agreed upon.

To use client's carrier for return shipping, please provide:

Carrier: _____ Act. No. _____

PROJECT BACKGROUND:

Reasons for testing or problem observed, if any: _____

Project Name: _____

Location: _____

Type of Structure: _____

Size & Age: _____

Is this a Litigation Case? YES NO

Nuclear Related Testing? YES NO

AUTHORIZATION:

By signing I indicate that this transaction shall be governed by CTLGroup's **Standard Terms and Conditions** (see attached), unless the parties have executed a Master Services Agreement (MSA) or other written agreement. In that event, the terms of the MSA or other written agreement will govern.

Amount Authorized: Á (U.S. funds) Authorized Signature: _____

**Party responsible for payment must authorize work.
This signed Submission Form MUST accompany samples.
Testing will not be started until written authorization is received.**

Please attach relevant project documents (if applicable, specifications/mix design, photographs, test results by others, etc...).

SAMPLES SUBMITTED - Mark each sample with Sample ID (*Hazardous materials must be clearly marked on packaging*)

Sample ID	Type of Material	Analysis / Test(s) Requested

CHAIN OF CUSTODY (THIS SECTION SHOULD ONLY BE COMPLETED WHEN SENDING SAMPLES THAT ARE EVIDENCE.)

- 1. Client shall use a) the following Chain of Custody Form or b) an alternate form.
- 2. To initiate a Chain of Custody for the sample(s) listed above, the Client shall complete the first "Relinquished By" field below.
- 3. The Chain of Custody Form shall accompany the evidence.
- 4. Client shall arrange transport of the samples in coordination with CTLGroup personnel.
- 5. When common carriers are used, mark packages with "Deliver to Addressee Only."
 - a. CTLGroup recommends using tamper evident tape on the sample container.
 - b. Seal label shall read, "Chain of Custody Sample – Authorization Required to Open."
- 6. When the U.S. Postal Service is used, packages must be sent registered mail, return receipt requested.
- 7. When private carriers are used (such as UPS), a description of the samples is required on the bill of lading.
- 8. The client shall keep a copy of the Chain of Custody Form and all other shipping documents.

RELINQUISHED BY:		RECEIVED BY:	
Print & Sign:		Print & Sign:	
Company:		Company:	
Date:	Time:	Date:	Time:
Comments:		Comments:	
Print & Sign:		Print & Sign:	
Company:		Company:	
Date:	Time:	Date:	Time:
Comments:		Comments:	

CTLGROUP

STANDARD TERMS AND CONDITIONS

SCOPE OF WORK. CTLGroup shall perform services in accordance with an Agreement made with Client. The Agreement consists of CTLGroup's Proposal and these Standard Terms and Conditions. The scope of work, costs and time schedules, if any, defined in the Proposal are based on information provided by Client and shall be subject to the provisions of this Agreement. If this information is incomplete or inaccurate, or if Client directs change to the scope of work established by the Proposal, a written amendment to the Agreement equitably adjusting the costs and time schedules shall be executed by Client and CTLGroup as soon as practicable. Client is defined as the person or entity requesting and/or authorizing the work, and in so doing, Client represents and warrants that he/she is duly authorized in this role. The acceptance of CTLGroup's Proposal signifies the acceptance of the terms of this Agreement.

INVOICES. CTLGroup shall submit invoices monthly and/or on completion of work for services performed and expenses incurred and not previously billed. Payment is due upon Client's receipt of the invoice, and is past due thirty (30) days from the date shown on the invoice. Client shall inform CTLGroup of any disputed charges on an invoice and the reason for the disputed charge in writing within 10 business days of receiving the invoice. Client agrees to pay a service charge of one and one-half percent (1.5%) per month on all past due amounts.

STANDARD OF CARE. CTLGroup will perform its services under this Agreement in conformance with the care and skill ordinarily used by reputable members of its profession providing similar services under similar conditions at the same time. **NO OTHER WARRANTY OF ANY KIND, EXPRESSED OR IMPLIED, IN FACT OR BY LAW, IS MADE OR INTENDED.**

SAFETY. It is understood and agreed that, with respect to Project site health and safety, CTLGroup is responsible solely for the safe conduct of its personnel in the performance of their duties. It is expressly agreed that CTLGroup has no responsibility for the protection and safety of any other persons on and about the Project site. Unless indicated otherwise in the Proposal, Client shall provide, at its expense, all facilities and labor necessary to afford CTLGroup personnel safe access to sampling, testing or observation locations in conformance with federal, state and local laws, ordinances and regulations. Unless access equipment is provided by CTLGroup, it is understood and agreed that CTLGroup shall not be in charge of, and shall have no control or responsibility over, any aspect of the erection, construction or use of any scaffolds, hoists, cranes, stays, ladders, supports or other similar devices as defined and interpreted under any law, ordinance or regulation relating in any way to Project safety.

HAZARDOUS SUBSTANCES. If CTLGroup is to provide services in the general vicinity of a facility or other area where any substance which poses or may pose a present or potential hazard to human health may exist, Client shall immediately notify CTLGroup of such potential health hazard which it knows or reasonably suspects exists and thereafter CTLGroup is authorized by Client to take all reasonable measures, including suspension of services and termination of the Agreement, CTLGroup deems necessary to protect its personnel against such possible health hazards. Client shall bear the direct costs of such measures. In the event samples collected or received by CTLGroup on behalf of Client contain any substance which poses or may pose a present or potential hazard to human health or the environment, CTLGroup will, at the completion of testing and at Client's sole expense and responsibility, return such samples to Client or, upon written request from Client, release such samples to a carrier for transport to a location selected by Client for final disposal.

ENVIRONMENTAL CONTAMINANTS: CTLGroup's scope of services is confined to those items described in the applicable proposal or statement of work. It does not include the identification, testing, sampling, removal, abatement or remediation of any environmental pollutant, contaminant, hazard, toxin, condition, irritant, material or problem, including but not limited to molds, fungi, bacteria, mildew, mycotoxins, spores or other irritants of any kind. If in the course of CTLGroup's performance of its services it observes said conditions, or fails to observe said conditions which were otherwise visually detectable, Client agrees CTLGroup shall have no liability to anyone relative to said conditions. Client agrees that CTLGroup will not be liable for the dispersal, discharge, escape, release or saturation of any environmental pollutant, contaminant, hazard, toxin, condition, irritant or material in or onto the atmosphere, or on, onto, upon, in or into a surface or a subsurface in, on, or around the area of CTLGroup's work. Client further agrees that if a claim, lawsuit, arbitration, mediation or other demand is made on CTLGroup directly or indirectly arising from or related to any environmental pollutant, contaminant, hazard, toxin, material, irritant, condition or problem, the Client shall defend, indemnify and hold harmless CTLGroup from same.

DELAYS. CTLGroup shall not be considered in default under this Agreement if its performance is prevented or delayed by any cause which is beyond its reasonable control. Further, Client understands and agrees to pay all reasonable charges associated with any delays, cancellations, rescheduling or other activities that may alter time schedules and anticipated costs and that are beyond the reasonable control of CTLGroup, but only if such changes are due to Client's actions.

OWNERSHIP OF DOCUMENTS. With the exception of CTLGroup submittals to Client, all documents, including field data, field notes, laboratory test data, calculations and analyses, prepared by CTLGroup as instruments of service shall remain the property of CTLGroup. CTLGroup will retain all pertinent records relating to the services performed for a period of sixty (60) days following completion of CTLGroup's services. After this period, they may be discarded unless other arrangements are requested and paid for by Client.

SAMPLE RETENTION. CTLGroup reserves the right to discard samples immediately after testing. Upon request and at Client's sole expense, samples will be stored or transferred.

SUBPOENAS OR COURT ORDERS. If any subpoena or court order is served upon CTLGroup and/or any of its staff, subconsultants or subcontractors requiring the presentation of documents or appearance at a deposition or trial, or for other discovery purposes, arising out of services provided under this Agreement, Client shall pay the charges applicable to CTLGroup's compliance with the subpoena or court order. Charges will accrue on an actual time and related expense basis in accordance with the standard rates in effect at the time of service upon CTLGroup of the subpoena or court order. Invoices will include time and expenses incurred gathering, organizing and duplicating documents, preparing to give testimony, travel and testifying in deposition or trial.

OPINIONS OF COST. CTLGroup's opinions of probable costs, if any, provided as part of the services under this Agreement, are made on the basis of CTLGroup's knowledge, experience and qualifications, and represent CTLGroup's judgment as an experienced and qualified professional engineer familiar with the construction industry. CTLGroup cannot and does not guarantee that proposals, bids or actual costs will not vary from the opinions of probable costs provided by CTLGroup.

LIMITATION OF LIABILITY. THE LIABILITY OF CTLGROUP FOR ANY REASON WHATSOEVER ARISING UNDER OR RELATING TO THIS AGREEMENT WILL NOT EXCEED IN THE AGGREGATE \$15,000. IN ADDITION, IN NO EVENT WILL CTLGROUP BE LIABLE FOR ANY CLAIM OR DEMAND BY CLIENT, OR AGAINST CLIENT BY ANY THIRD PARTY, IN OR FOR ANY AMOUNTS REPRESENTING LOSS OF PROFIT, LOSS OF BUSINESS, DELAY DAMAGES OR SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES. THE PROVISIONS OF THIS PARAGRAPH SHALL APPLY REGARDLESS OF THE FORM OF THE CAUSE OF ACTION, WHETHER IN CONTRACT, TORT (INCLUDING, WITHOUT LIMITATION, NEGLIGENCE), STATUTE OR OTHERWISE.

INDEMNIFICATION. If any claim, suit or legal action arising out of the services under this Agreement is asserted against CTLGroup by a person or entity who is not a party to this Agreement, Client agrees to indemnify and hold harmless CTLGroup from and against any such claim, suit or legal action, and any and all loss, liability, damage, costs and expenses associated therewith, except to the extent that the event and/or damages giving rise to such claim, suit or legal action is found to have been caused by the negligence of CTLGroup. The Client's obligation hereunder includes, but is not limited to, the payment of attorney's fees, court costs, and expert and consulting expenses required for the proper and vigorous defense of CTLGroup.

NO THIRD PARTY BENEFICIARIES. Nothing in this Agreement shall create a contractual relationship with, or cause of action in favor of, a third party against Client or CTLGroup.

DISPUTE RESOLUTION. All claims, disputes, controversies or matters in question arising out of, or relating to, this Agreement or any breach thereof which cannot be resolved through negotiation shall be submitted to mediation before and as a condition precedent to any other remedy. Upon written request by either party to this Agreement for mediation of any dispute, Client and CTLGroup shall select by mutual agreement a neutral mediator. If the dispute cannot be settled through mediation, then such dispute shall be decided by the federal or state courts of Cook County, Illinois, which shall have sole and exclusive jurisdiction over the matter. The Parties hereto irrevocably waive any and all right to trial by jury in any legal proceedings. The Parties agree that the substantially prevailing party in the litigation shall be entitled to recover its costs, disbursements, and reasonable attorney's fees from the other party after a final judgment.

TERMINATION. This Agreement may be terminated by either party upon at least seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, CTLGroup shall be paid for services performed prior to the termination date set forth in the notice plus reasonable termination expenses.

CREDIT APPLICATION



www.CTLGroup.com

(Please print/type)

Company Legal Name (and D/B/A Business Name if applicable): _____

Federal ID No.: _____

Company Type (select one): Sole Proprietor Partnership Corporation Non-Profit Other: _____

State of Formation: _____ Date of Formation: _____

Website: _____ Dun & Bradstreet No.: _____

Mailing Address: _____ Sales Tax Exemption No.: _____

Main Phone No.: _____

Billing Address (if different): _____ Main Fax No.: _____

Type of Business: _____

Are P.O.'s Required? Yes No Estimated Annual Sales: _____

How often are Checks Cut? Weekly Semi-Monthly Other _____ Number of Employees: _____

Owner or President

Name: _____

Phone No.: _____

Information below required for personal guarantee:

Address: _____

SSN.: _____

Accounts Payable Contact

Name: _____

Email Address: _____

Phone No.: _____

Fax No.: _____

Landlord or Mortgage Holder: _____ Phone No.: _____

Financial Institution: _____ Account Type: _____

Contact Name: _____ Account No.: _____

Address: _____ Phone No.: _____

TRADE REFERENCES

1) Reference's Name: _____ Account No.: _____
Address: _____ Phone No.: _____

Fax No.: _____

2) Reference's Name: _____ Account No.: _____
Address: _____ Phone No.: _____

Fax No.: _____

3) Reference's Name: _____ Account No.: _____
Address: _____ Phone No.: _____

Fax No.: _____

CREDIT AGREEMENT

I understand that by signing this credit application, I am stating that I am a legal agent of the above mentioned company and that I have the authority to represent the company in this matter. Further, I hereby authorize Construction Technology Laboratories, Inc. (CTLGroup) to contact the three trade references, and inquire about the company's payment practices and other factors that may help CTLGroup assess creditworthiness. I also authorize CTLGroup to contact the banking references provided above and I authorize the bank to provide CTLGroup with information regarding accounts and balances, lines of credit, and other credit instruments. Further, I understand that I am authorizing CTLGroup to access national, regional, or local databases to obtain any information that may assist in assessing credit risk. As part of this agreement, revoked checks are subject to \$25 fees and outstanding balances past term are subject to additional 1.5% monthly interest charges. Should CTLGroup be forced to file a legal claim against the applicant and/or the undersigned for reason to recover the past due amount, it is the right of CTLGroup to add reasonable collection costs, legal costs and attorney fees to the assigned balance due at time of collection and legal pursuit. Finally, any misrepresentation in this application will be considered evidence of fraud, since this information is the basis of granting credit. As an inducement to grant credit, the undersigned warrants that the information submitted is true and correct.

Signed: _____ Title: _____

Print Name: _____ Date: _____

PERSONAL GUARANTEE

The undersigned personally and individually guarantees the payment of any outstanding balances and obligations of the named Applicant in this document due CTLGroup, and agree that I am personally obligated to perform all of the terms of, and make all payments to CTLGroup required by the agreement of which this Application is a part. Absent written permission by CTLGroup this personal guarantee may not be revoked.

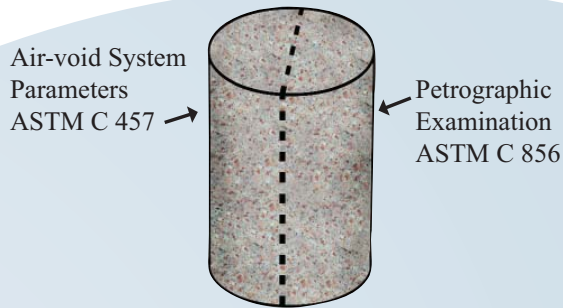
Signed: _____ Title: _____

Print Name: _____ Date: _____

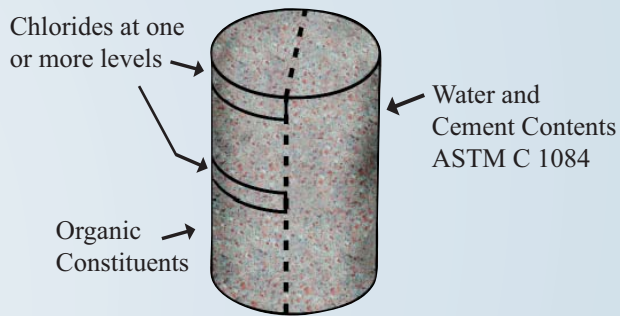
Co-Signed (if applicable): _____ Title: _____

Print Name: _____ Date: _____

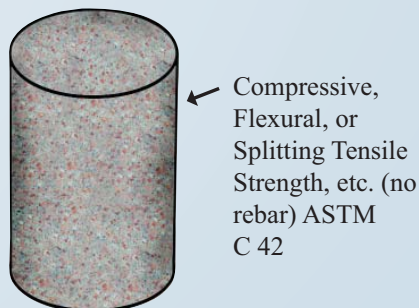
Recommendations for Concrete Core Sampling*



Microscopical Examination



Chemical Analysis

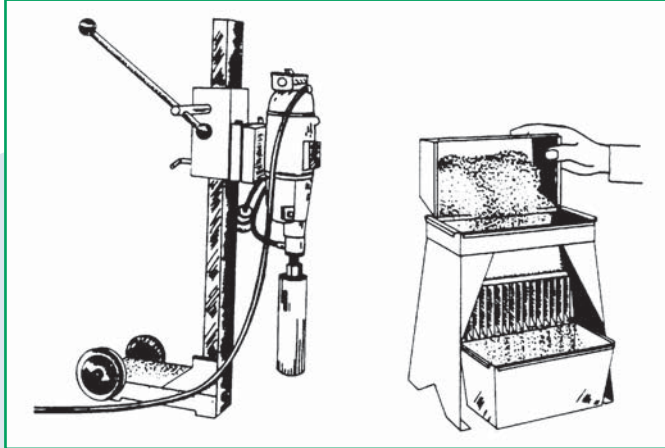


Strength Testing

1. Provide separate cores for microscopical examination, chemical analysis, and strength testing.
2. Provide 4-in.-diameter cores or larger, if possible. Clearly label each core with sample identification and original orientation. Indicate exposed surface(s).
3. Prepare samples that represent full thickness for slabs, if possible.
4. Submit samples that represent the range of distress from severe to negligible.
5. Indicate if fresh cracks are the effect of coring. (*Inspect sides of core hole to determine presence and orientation of cracks.*)
6. Include photographs of jobsite showing core locations with a description of the problem.

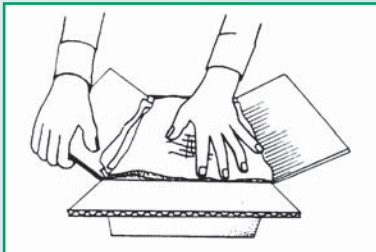
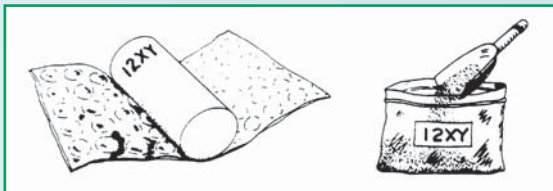
* For detailed information on obtaining samples from concrete structures, see ACI 201.1R-68 "Guide for Making a Condition Survey of Concrete in Service."

Shipping Samples to CTLGroup



To assure that your samples will arrive in good condition:

- 1 Be sure that each sample properly represents the batch of material under study.
See ASTM D75, C183, C823, C72, or C42.
- 2 Label each sample with a unique sample code number (up to 10 characters).
- 3 Put granular samples in double plastic bags or plastic screw-top jars. Pack cores and bulk samples in sturdy boxes, well-padded.
- 4 Pack securely to avoid breakage. Do not use glass containers.
- 5 Use the attached CTLGroup mailing label. Send to the attention of the project manager.



Open Immediately — Samples Enclosed

From: _____

To: **CTLGROUP**
Building Knowledge. Delivering Results. CONSTRUCTION TECHNOLOGY LABORATORIES
Ingénierie et Construction Technologie Construction

ATTENTION: _____
5400 OLD ORCHARD ROAD, DOCK B
SKOKIE, IL 60077-1030

Open Immediately – Samples Enclosed

From: _____

To:  **CTL GROUP**

Attention: _____
5400 Old Orchard Road, Dock B
Skokie, IL 60077-1030 USA

Open Immediately – Samples Enclosed

From: _____

To:  **CTL GROUP**

Attention: _____
5400 Old Orchard Road, Dock B
Skokie, IL 60077-1030 USA

Open Immediately – Samples Enclosed

From: _____

To:  **CTL GROUP**

Attention: _____
5400 Old Orchard Road, Dock B
Skokie, IL 60077-1030 USA

Open Immediately – Samples Enclosed

From: _____

To:  **CTL GROUP**

Attention: _____
5400 Old Orchard Road, Dock B
Skokie, IL 60077-1030 USA