

**NCMA Research and Development Laboratory
Materials Submittal Form**

Use this form to submit your project to the NCMA Research and Development Laboratory. Please complete this form and enclose it with your shipment or email it to tjones@ncma.org. Client is responsible for shipping arrangements and shipping costs.

Company: _____

Contact Name: _____

Address _____

Phone Number: _____

Email: _____

Description of Project

Unit Type*	Identification	Quantity	Test(s) Required
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

* All units in a set must be of identical shape and design and from the same lot of units. If more than one unit type is submitted, please mark units with identification numbers or symbols. Different tests require different numbers of units. Please call the laboratory if you are unsure of tests needed or number of units required.

** The NCMA Laboratory material retention policy is to retain project materials not destroyed during testing for 30 days from the final report date. If you have a need for material retention longer than this, please contact Laboratory staff. Storage fees may apply.

Comments: _____

Are your units 28 days or older? Please indicate their date of manufacture.

Ship To:
**National Concrete Masonry Association
Research and Development Laboratory**
13750 Sunrise Valley Drive
Herndon, VA 20171
(703) 713-1900 phone (703) 713-1910 fax
www.ncma.org