

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

Purchase Order Number

Use this form to submit your materials 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.

Client | Company _____
 Address _____
 City | State | Zip _____
 Primary Contact Name _____
 Phone _____
 Email _____

Names & Emails for individuals to receive reports _____

Names & Emails for individuals to receive invoicing _____

Material Submission Description			
Quantity of Material(s)	Material Description or Unit Identification	Date of Manufacture (if applicable)	Test(s) Required

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

Notes or Specific Instructions

Ship to
NCMA Research and Development Laboratory
 13750 Sunrise Valley Drive | Herndon, VA 20171
 Phone 703.713.1900 | ncma.org