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## External Work Request Form

### Client Information

<b>Client</b> _____	<b>Postal</b> _____	<b>Priority</b> _____	<i>(Tick one)</i>
<b>Contact name</b> _____	<b>Address</b> _____	Urgent _____	
<b>Email address</b> _____		Normal _____	
<b>Order no.</b> _____	<b>Phone</b> _____		
		<b>Preference</b> _____	<i>(Tick one)</i>
Notes:	* Urgency results incur a 25% urgency fees	Email results _____	
	* Please notify us if the billing address is different to the postal address	Post results _____	

### Sample Information

#	Type of sample	Analysis required	Other information (eg species, hazard, class, etc.)

### Additional Information

Please inform us of any method specifications or sample treatment that you require, or any other additional information required for analysis, reporting or invoicing.

Please note that Foliage and Soil sample details should be completed on Foliage/Soil input form or send to us in the form of a spreadsheet.

### Terms and Conditions

**Disclaimer:** Scion relies on the Client to provide the samples necessary to complete testing requested. These samples must be properly labelled and delivered in the appropriate manner together with all necessary documentation. As a result, Scion will have no responsibility or liability for losses arising from any damage to, or mishandling, mislabelling or contamination of, samples prior to delivery at Scion. Scion makes every effort to ensure the requested tests are performed correctly but will not be liable for any loss or damage arising from the use of the results of the tests by the Client or any other person.

**Terms of Trade:** ● Scion will treat as confidential all of the Client's non-public information. ● Scion will retain the samples provided by the Client for a period of three (3) months from receipt of those samples. If requested during this period Scion will arrange return of the samples to the Client, at the Client's cost. After the expiry of three months Scion may destroy any samples retained. Until the expiry of this three month period ownership of the samples remains with the Client. ● Scion utilises pre-existing and licensed intellectual property to perform the requested tests. Scion retains all of its rights in such intellectual property and any improvements to it. ● Copyright in the results of the requested tests, as provided to the Client, will vest in the Client on payment in full and without deduction of Scion's invoices for those tests. ● The Client agrees that Scion may use the results of the requested services providing it maintains its confidentiality. ● Scion warrants that to the best of its knowledge it is not infringing any third party intellectual property rights in performing the requested tests. ● Scion's liability, whether in contract, or otherwise, in respect of all claims for loss, damage or injury arising from breach of any of Scion's obligations in connection with the performance of the requested tests, is limited to the cost of the requested tests as detailed on the front page of this confirmation form. ● Notwithstanding the foregoing Scion will not be liable for any form of consequential, indirect or special loss or damage suffered by the Client in connection with the performance of the requested tests. ● Scion may require pre-payment for work in some circumstances. Scion will advise the Client where this is required. Where pre-payment is required Scion will not release results and may not commence work, until this payment is received. Where pre-payment is not required the Client will make payment for the requested tests, by the 20th of the month following receipt of invoice. Interest may be charged on overdue invoices at 1.5% per month. A 25% surcharge applies for urgent sample analysis. ● The Client agrees that Scion may sub-contract the testing services or any part thereof to other laboratories. ● Scion is an independent contractor. This Agreement is subject to laws of New Zealand. The parties may enter into this Agreement by sending an executed copy of this Agreement by facsimile to any other party, and all parties will be bound by their signatures on the facsimile copy. Scion means New Zealand Forest Research Institute Limited.

Please complete the details below to confirm your acceptance of the Terms and Conditions:  Signed _____  Date _____	<b>For office use only:</b>	
	LMS # _____	Sample ID # _____
	Project # _____	Date received _____
	Date reported _____	Samples registered / logged <i>(Tick)</i> _____
	Date reported _____	Signed off _____