

IMPORTANT NOTICE

Signing this agreement form means you have read and agreed to the current terms and conditions outlined on this document. It also means you are confirming that the information set out herein is true to the best of your knowledge and belief.

SECTION 1: Primary Information (BSJ agent only)	
JOB NUMBER	BUSINESS OFFICE
GENERAL JOB INFORMATION	
Job-entry agent:	_____
Job-entry date:	_____
Parent Department:	_____
Est. turnaround time:	_____ calendar days
Est. Sub Total (J\$):	_____
Estimated GCT (J\$):	_____
Est. Total Cost (J\$):	_____
Min. 1st Deposit (J\$):	_____

SECTION 3: Special Financial Information (to be updated by authorized BSJ collection agent/cashier ONLY)				
RECEIPT #	TOTAL PAID (J\$)	PAYMENT BREAKDOWN	DATE PAID	BALANCE
		GCT: Job:		approximately
PAYMENT TERMS/INFORMATION				BSJ AGENT/CASHIER

SECTION 2: Client's Information (i.e. the information hereunder is directly/indirectly provided by the client)				
CLIENT NAME & BILLING ADDRESS	CONTACT PERSON	CONTACT NUMBER	TYPE OF SERVICE(S) NEEDED	OTHER?
ID#:		Ph.:	(i.e. Testing, Calibration, Label Evaluation, Training, Certification, etc.)	Email report?:
	EMAIL ADDRESS			Expedite job?:
		Fax:		Purchase Order:
	CLIENT INSTRUCTION/DETAILS FOR JOB			

ADDITIONAL DETAILS FOR SAMPLE(S) (this input area should be marked as not applicable unless there are critical details that cannot be captured below in section entitled "Description of Submitted Sample(s)")

DESCRIPTION OF SUBMITTED SAMPLE(S)							
REF ID	PRODUCT COMMON NAME	BRAND(S)	MODEL(S)/TYPE(S)	SERIAL NUMBER(S)/PRODUCT CODE(S)	SAMPLE QTY.	TOTAL NUMBER OF ITEMS example: 1 (3 units package) or 3 (5ml bottles) or 1 (unit)	DISPOSE AT END?

REF ID	PRODUCT COMMON NAME	BRAND(S)	DESCRIPTION OF SUBMITTED SAMPLE(S)			SAMPLE QTY.	TOTAL NUMBER OF ITEMS example: 1 (3 units package) or 3 (5ml bottles) or 1 (unit)	DISPOSE AT END?
			MODEL(S)/TYPE(S)	SERIAL NUMBER(S)/PRODUCT CODE(S)				

Upon signing the BSJ's Receipt and Service Agreement, the terms and conditions below apply:

- (i) The Client indemnifies the BSJ from any damage or destruction of the sample occasioned through the use of normal testing methods.
- (ii) All fees must be paid to the BSJ within thirty (30) calendar days of the invoice date. Payments outstanding beyond this time will result in the Client's account being put on hold and action taken to recover the outstanding amounts due. New jobs will be accepted, however monies paid in on the account will be credited first to clear overdue amounts, and then to the current invoices.
- (iii) Test results, verification and calibration results, certificates, certification or evaluation results will be released upon full payment on invoice.
- (iv) The BSJ reserves the right to dispose of any samples left uncollected for over thirty (30) days beyond the job completion date unless otherwise agreed in writing by the BSJ.
- (v) The BSJ does not guarantee that any sample, device or equipment will meet any particular standard or specification when tested.
- (vi) Estimated turnaround time for results is determined based on historic job performance under normal conditions. The BSJ will not be liable for any losses incurred resulting from any unusual circumstances beyond its control (including force majeure) which adversely affect its ability to complete the job within the estimated time. Where there is a decrease in the cost, the difference will be refunded to the Client.
- (vii) The estimated cost may increase or decrease depending on the requirements of the job. The BSJ will advise the Client of any increase in job cost and secure the agreement of the Client prior to proceeding with the job.
- (viii) The BSJ acknowledges that all material received for testing, analysis, assessment or calibration may be the subject of trade secret and/or patent protection and agrees to treat such information as confidential. The BSJ will take all reasonable precautions to protect and safeguard such information, and undertakes not to disclose same in any manner whatsoever, in whole or in part, or to use for any purpose other than that for which it was submitted to the BSJ, except where such disclosure is expressly authorized by the Client or is done in compliance with an Order of the Court.

SECTION 4: Signatures of agreement to all information above

Note: read the Important Notice at the top before signing below

Note: the date below shall also represent the job submission date

Name & Signature (Client or Client's Representative) Date

Name & Signature (Authorized BSJ Agent) Date