

JOB NO: _____

**SERVICES/FACILITIES REQUEST FORM
INFRA MICROBIOLOGY LABORATORY**

Company/ Laboratory Name			
Address			
Customer Details	Name		
	Matrix/Staff No		
	HP/Tel (O)		
	Email		
Sample Description (attach details, e.g. Datasheet)			
Submission Date	(Note: Expected delivery date, refer to T&C No.5)		

**Please list your samples ID/name in respective analysis form for reference*

TYPE OF SERVICES/FACILITIES: (please tick ✓)

SERVICES/FACILITIES						
Type	Please (✓)	Quantity	Unit Price (RM)	Sub-Total (RM)	Remark	
1. Thermocycler						
2. PCR Hood						
3. Looplamp (Realtime Turbidimeter)						
4. Turbidimeter Lamp						
5. Real time PCR						
6. Ultra Pure water						
7. BSC Class 2						
8. Microplate reader						
9. Nanodrop spectrophotometer						
10. Qubit Fluorometer						
11. Turbidimeter						
12. Automatic spiral plate and colony counter						
13. Automatic colony counter						
14. Stomacher						
15. Bionumeric system						
16. Portable autoclave						
17. Analytical balance						
18. Mini centrifuge						
19. Microscope						
20. Refrigerated centrifuge						
21. Shaker incubator						
22. Automatic flake maker						
23. Gel documentation system						
24. Pulse Field Gel Electrophoresis						
25. Ultra low temperature freezer -80						
26. Freezer -25						
All customers are entitle for 6% GST (exceptional for UM students/ UM staff)			Total (RM)			

* updated 13 Mac 2021



TERMS AND CONDITIONS

1. Please submit this form together with detailed information of the sample, parameters, method etc (as indicated in the "Sample Description" column under the "Customer Info" section)
2. Kindly return, to the office, the original copy of this Request Form together with invoice commitment/inter journal transfer/proof of payment/Purchase Order from your company according to the total amount offered before proceed with analysis
3. Payment term is 100% upon agreement and the payment must be made within thirty (30) days after invoice is issued. The payment is subject to one (1) year validity from date of submission.
4. Cancellation of testing should be made within five (5) working days from the submission date. No refund will be provided for any later cancellation or for urgent test
5. The laboratory will provide test results within 15 working days (or more, with agreement by both parties), calculated upon receiving complete payment.
6. The quoted price is valid only for one-time test. If the test (or any sub-test) needs to be repeated for any reason (other than mistakes on laboratory's side), new charges will be incurred.
7. The laboratory has the rights to reject the test request. No fees will be charged if the test is rejected.
8. For University of Malaya personnel: (Please insert student's name, type of analysis and total samples at description) Payment to '**TBG PERKHIDMATAN MAKMAL INFRA MICROB PPP**' Account number: **UM.0000518/KWJ.AK**
9. User also may able to pay by UM Epay <https://epay.um.edu.my/> (perkhidmatan- perkhidmatan ujian makmal- IPPP – Makmal INFRA Microbiology)
10. Please put your samples in glass vials or plastic pack with proper labelling and send to the laboratory personnel.
11. The test report will be provided along with samples. Please collect your sample within 30 days from the date of release report otherwise it will be disposed by following the guidelines. We will not liable for any violation regulation by you.
12. The request to run the analysis only valid one year after payment.
13. Please clarify if your sample is toxic/hazardous to health.
14. T&C are subject to change without prior notice.

Thank you for your cooperation.

Please tick (✓)

Type of Payment	Grant/Vote/Allocation Acc. No.:	Deposit/Fund Transfer/Cheque	Others:
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Customer declaration, signature & stamp*	FOR OFFICE USE ONLY
<p>I agree to allow IPPP/Bendahari UM to debits total amount of RM _____ from the stated grant/vote/allocation to 'TBG PERKHIDMATAN MAKMAL INFRA MICROB PPP' for this service charge</p> <p>I hereby agree with all terms & condition stated above.</p> <p>Customer signature :</p> <p>Date :</p> <p>Supervisor Signature & Stamp :</p> <p>Date :</p>	<p>Received by :</p> <p>Date :</p> <p>Approved by : (TM/DTM/Technical Staff)</p> <p>Date :</p>



FOR LABORATORY USE ONLY

ACCEPTANCE AND REJECTION CRITERIA

SERVICES/FACILITIES	ACCEPTANCE CRITERIA	YES (√)	NO (√)
Automatic Spiral Plater and colony counter			
Automatic Colony Counter			
Real Time PCR System			
Pulsed Field Gel Electrophoresis			
Loopamp (Realtme Turbidimeter)			
Turbidimeter			
Turbidimeter Lamp			
Nanodrop Spectrophotometer			
PCR Hood			
Biological Safety Cabinet Class Ii			
Minus 25 Freezer			



Ultra-Low Temperature Freezer			
Refrigerated Centrifuge			
Portable Autoclave			
Multimedia Microplate Reader			
Thermocycler			
Automatic Flake Ice Maker			
Ultra-Pure Water System			
Qubit Fluorometer			
Shaker Incubator			
Gel Documentation System			
Mini Centrifuge			
Water Bath			



Balance Analytical			
Oven			
Stomacher			
Microscope			

- Please ensure every sample/experiment FREE from toxic or hazardous material (harmful to health) apply to all services

Additional Remarks (if any):
Please refer to 'Attachment 1' for service charge

DECISION: ACCEPT/REJECT	Remarks (if any):
Reviewed/Accepted	
Date	



NO	FACILITY	INTERNAL CHARGE		EXTERNAL CHARGE	
		RATE	PACKAGE	RATE	PACKAGE
1	Thermocycler	RM 5/hours	Buy 10 hours (Free 1 hour)	RM 10/hour	Buy 5 hours (Free 1 hour)
2	PCR Hood				
3	Looplamp (Realtime Turbidimeter)				
4	Turbidimeter Lamp				
5	Real time PCR	RM 30/run	Buy 5 run (free 1 run)	RM 60/run	Buy 5 run (free 1 run)
6	Ultra Pure water	RM 10/L	RM 500/Month HIR tenants: RM 300/Month (Limit to 50L)	RM 20/L	Not offered
7	BSC Class 2	RM 10/day RM 200/Month	Not offered	RM 20/day	Not offered
8	Microplate reader	RM 10/hour	Buy 10 hours (Free 1 hour)	RM 20/hour	Buy 10 hours (Free 1 hour)
9	Nanodrop spectrophotometer				
10	Qubit Fluorometer				
11	Turbidimeter	RM 5/hour	Buy 10 hours (Free 1 hour)	RM 10/hour	Buy 10 hours (Free 1 hour)
12	Automatic spiral plate and colony counter				
13	Automatic colony counter				
14	Stomacher				
15	Bionumeric system				
16	Portable autoclave				
17	Analytical balance				
18	Mini centrifuge				
19	Microscope				
20	Refrigerated centrifuge	RM 10/hour	Buy 10 hours (Free 1 hour)	RM 20/hour	Buy 10 hours (Free 1 hour)
21	Shaker incubator				
22	Automatic flake maker				
23	Gel documentation system	RM 15/hour	Buy 10 hours (Free 1 hour)	RM 30/ hour	Buy 10 hours (Free 1 hour)
24	Pulse Field Gel Electrophoresis				
25	Ultra low temperature freezer -80	Per month: RM 30 : Small box RM 40 : Medium Box RM 60 : Large box RM 200 : Compartment	*HIR Tenant – RM 100/tray/month *RM 2/day (4°C/-25 °C) RM 5/day (/80 °C)	Per month: RM 60 : Small box RM 80 : Medium Box RM 120 : Large box RM 400 : Compartment	Not offered
26	Freezer -25				



INFRA MICROBIOLOGY LABORATORY

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