

<b>To:</b> Test laboratory for transformer materials – EM TS CS TR R ML		<b>SIEMENS</b> <i>Ingenuity for life</i>
Fax: +49 (911) 434-2675 Tel: +49 (911) 434-2548		

## Order Form for a Laboratory Analysis

<i>Information about the applicant/contact person</i>	
Name of the applicant / contact person*:	
Department & Location*:	
Telephone*:	/
Telefax:	/
E-mail:	
Should also further persons be informed about the analysis results?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES please specify the names of the persons:	

\*mandatory statement

<i>Information about the test specimen/sample</i>	
Test specimen/sample (e.g. Pressboard, copper wire, etc.)*:	
Origin of the sample (e.g. manufacturer or/and Transformer-Nr. or/and exact place of removal from a transformer, etc.)*:	
Question/ description of failure (what happened and what should be analyzed?)*	
Account assignment object* (e.g. Purchase order-Nr., FTNR-Nr., NCR-Nr, WNR-Nr etc.)	
Rush order?* <sup>1</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES please specify the maximum date of completion* <sup>1</sup> :	
Are the samples needed after tests?* <sup>2</sup>	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* mandatory statement

<sup>\*1</sup> The Material Testing Laboratory works with an average processing time of 5 days. This processing time can vary according to the scope of the analysis. Please confer with the laboratory in case of rush orders. The costs of a rush order are 50% higher than for a normal order.

<sup>\*2</sup> If YES the samples are to be picked up by the applicant (e.g. by sending a courier) within 10 working days after sending the report .

Date: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_