

Please provide the following information for appropriate account set up

## GENERAL INFORMATION

Company Name	
Street Address	
Suite #	
City	

Province/State	
Postal/Zip Code	
Phone	
Email	

## COA & OOS PRIMARY CONTACT

Person & Information will appear on the Certificate of Analysis. Any changes to the account will require authorization from the Report Primary. The Report Primary may list a back up under "Additional Contacts" who can authorize changes and answer questions in regard to account.

First Name	
Last Name	
Title	
Email	
Street Address	
City	
Province/State	
Postal/Zip Code	
Phone	
Alt. Phone	

## ADDITIONAL COA & OOS CONTACTS cont.

Name	
Email	
Phone	
Alt. Phone	

Name	
Email	
Phone	
Alt. Phone	

Name	
Email	
Phone	
Alt. Phone	

### Please receive all check marked:

Certificate of Analysis   
  Invoices   
  Sample Receipt

## ADDITIONAL COA & OOS CONTACTS

Contacts will receive all reports, OOS notifications and Sample Receipt Notifications.

Name	
Email	
Phone	
Alt. Phone	

Name	
Email	
Phone	
Alt. Phone	

## INVOICE PRIMARY CONTACT

*Check if same as COA primary*

Person and Information will appear on Pre-Invoice or Invoice. Any changes to the account will require authorization from the Report Primary. The Invoice Primary may list a backup under "Additional Contacts" who can authorize Invoice changes and answer questions in regard to account.

First Name	
Last Name	
Title	
Email	
Street Address	
City	
Province/State	
Postal/Zip Code	
Phone	
Alt. Phone	

### Please receive all check marked:

Certificate of Analysis   
  Invoices   
  Sample Receipt

## ADDITIONAL INVOICE & BILLING CONTACTS

(optional) Pre-Invoice or Invoice will be sent to all contacts listed.

Name	
Email	
Phone	
Alt. Phone	

## ADDITIONAL INVOICE AND BILLING CONTACTS cont.

Name	
Email	
Phone	
Alt. Phone	

Name	
Email	
Phone	
Alt. Phone	

Name	
Email	
Phone	
Alt. Phone	

Name	
Email	
Phone	
Alt. Phone	

## NOTES:

- As a new client billing is **pre-pay** by default. Credit Terms can be established by completing a credit application via the following link:  
<https://credlab.app/labsmart>
- We accept e-transfers, EFT payments, and cheques. Questions and email transfers can be sent to ar@labs-mart.com. There are no security questions or passwords required. Kindly **reference your invoice number** in memo to ensure your payment is correctly and promptly applied.
- We will not commence prior to receiving payment, or approved credit terms.