

## NET Subscription Form 2015

Thank you for your interest in National Exposure Testing's Proficiency Testing Program. Please review this package in its entirety, paying close attention to the due dates pertaining to the receipt of the enrollment form, payment, and expected ship date of test specimens. If you have any questions, please contact our office immediately.

### General Information

Proficiency testing is an external method for assuring a laboratory's accuracy in the performance of a specific test method. Results are compared with other laboratories in a manner that assures confidentiality. The program is open to anyone wishing to participate.

### Subscription Information

Each test program is conducted twice per year. The price for each program is in U.S. dollars and includes all samples for a full year of participation. NET will allow for **partial-year** subscription on a pro-rated basis. Subscriptions will be accepted on an ongoing basis until the final round samples have been shipped. Contact our office for further details.

Shipping is included on all domestic orders. ***International orders will require additional charges to be determined at the time of subscription.*** See section on International Orders.

### Billing Information

Participation is on a prepaid basis. *Samples will not ship until payment has been received.*

NET accepts major credit cards, checks, or purchase orders made out to National Exposure Testing. Payment terms are net 30 days from invoice for domestic customers. Payment is required via wire transfer or credit card for international customers and will include an international handling fee.

## International Orders

International participation is welcome. However, we cannot be responsible for samples that are not allowed or delayed entry into your country.

Some countries may impose duties or taxes. It is the responsibility of the recipient to pay those charges. Shipping charges will be added to subscription fee at the time of subscription. All samples will be marked "No commercial value".

## Cancellation Policy

Due to the lead-time required for preparation of samples, we ask that labs send us notification as soon as possible if they are unable to participate in programs for which they are presently enrolled.

**Full Refund** - Cancellation notice received by NET 30 days prior to expected start of program.

**80% Refund** - Cancellation notice received by NET 15 days prior to expected start of program.

**No Refund** - Cancellation notice received after specimens have been shipped to participating lab.

## Additional Information

The number of participants in each program will vary. Test offerings are subject to cancellations by NET if subscription levels are not sufficient. A refund will be issued to the participants of the cancelled program.

## Test Administration

In order to assure confidentiality, participants will be issued a unique customer code upon receipt of their enrollment package. This customer code will be provided to the customer with the distribution of test samples.

## Sample Distribution

Test packages for all programs will be shipped at the end of **February** and **August**. Each subscriber will receive a test package containing the test samples and instructions for the selected test(s). NET will use UPS to assure your samples arrive in a timely manner. Contact NET as soon as possible if you receive a package with damaged or otherwise suspect samples.

## **Submission of Results**

Results should be reported on the form provided with the package. Your data may be submitted via fax *or* mailed by the due date shown on the form. The due date will vary by program.

Your cooperation in returning your results in a timely fashion is critical to the success of the test program. NET requires that the test results be returned by the date listed in the package. Late data will not be included in the final report. **Final reports will mail at the end of June for the first round and at the end of December for the second round.**

For an additional charge of \$75.00, an addendum report will be provided to participants unable to submit their data on time but still able to provide data within 30 days after the date required. This report will provide the original data and statistics as provided to all participating companies along with an indication of the late entry's data. The original data and report will remain unchanged.

## **Final Report**

A summary report for each test method is sent indicating your results along with the results of other participating labs.

## **Test Administration**

Please select the tests in which you wish to participate. Enclose your subscription form with the appropriate fee.

NET will send your sample package at the appropriate time, allowing you ample time to prepare the specimens and have any further questions answered. Please return your results in a timely manner.

A summary report will be sent to each participant after results have been tabulated. The results will not be made public and participants are responsible for submitting their results to their respective accreditation bodies, if applicable.

## Proficiency Testing Enrollment Form

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Ship To:** Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Bill To:** Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please enroll us in the following test program(s):

√	Program Number	Test Program	Full Year Cost
	PT117	ASTM B117 Salt Spray	\$ 350
	PT368	ASTM B368 CASS Test	\$ 400
	PT14872	GMW14872 Exterior Cyclic Corrosion	\$ 400
	PT523	ASTM D523 60° Gloss	\$ 250
	PT7091	ASTM D7091 Dry Film Thickness	\$ 250

**Method of Payment:**

\_\_\_\_\_ Check Enclosed

\_\_\_\_\_ Purchase order number : \_\_\_\_\_

\_\_\_\_\_ Credit Card (circle one):

MasterCard    Visa    American Express

Name on Card: \_\_\_\_\_

Account Number: \_\_\_\_\_

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

Security Code: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Please fax this completed form to (419) 841-8716 or email to  
sales@nationalexposuretesting.com.

Thank you.