# General Testing Application Form

Shanghai LETI Testing & Certification Group Co., Ltd.

Please complete this form as much as possible before consultation. Items that are unclear may be confirmed with our staff. This form is not a contract or final testing order.

## 1. Applicant / Client Information

| | | | |
|---|---|---|---|
| **Company / Organization** | | **Contact Person** | |
| **Phone / Mobile** | | **Email** | |
| **Billing / Invoice Title** | | **Unified Social Credit Code / Tax ID** | |
| **Mailing Address** | | **Preferred Contact Method** | [ ] Phone [ ] Email [ ] WeChat [ ] Other |

## 2. Testing Site / Sample Information

| | | | |
|---|---|---|---|
| **Project / Site Name** | | **Testing Address** | |
| **Site Contact** | | **Site Contact Phone** | |
| **Site Type** | [ ] Office [ ] School [ ] Hotel [ ] Apartment [ ] Residence [ ] Public Place [ ] Cleanroom [ ] Other | **Area / Rooms** | |
| **Renovation Completion Date** | | **Furniture Move-in Date** | |
| **Current Use Status** | [ ] Not occupied [ ] In use [ ] Partly in use [ ] Unknown | **Ventilation / Closure Condition** | |

## 3. Requested Testing Category

| | |
|---|---|
| **Testing Category** | [ ] Indoor air / formaldehyde testing [ ] Public health testing [ ] Drinking water / water quality testing [ ] Cleanroom testing [ ] Central air-conditioning / ventilation system testing [ ] Other |
| **Requested Items (if known)** | [ ] Formaldehyde [ ] Benzene [ ] Toluene [ ] Xylene [ ] TVOC [ ] Ammonia [ ] Radon [ ] Microbiology [ ] Particles [ ] Water quality items [ ] To be confirmed |
| **Number of Points / Samples** | |
| **Standards / Methods Requested** | [ ] To be confirmed by LETI [ ] Requested by receiving party / authority [ ] Other |

## 4. Report Use and Special Requirements

| | |
|---|---|
| **Report Purpose** | [ ] Internal reference [ ] Move-in / occupancy reference [ ] Handover / delivery [ ] Lease negotiation [ ] Regulatory submission [ ] Acceptance / filing [ ] Post-treatment retest [ ] Other |
| **Receiving Party / Authority** | |
| **Report Language** | [ ] Chinese [ ] English [ ] Bilingual (to be confirmed) |
| **CMA Mark Requirement** | [ ] Required if within accredited scope [ ] Not required [ ] To be confirmed |
| **Delivery Requirement** | [ ] Electronic report [ ] Paper report [ ] Both [ ] Urgent service requested |

## 5. Preferred Schedule

| | | | |
|---|---|---|---|
| **Preferred Date 1** | | **Preferred Time** | |
| **Preferred Date 2** | | **On-site Access Notes** | |

## 6. Additional Notes / Site Conditions

| | |
|---|---|
| **Additional Information** | |

## 7. Important Notes

1) This form is used to collect inquiry and application information only. It does not replace a formal contract, quotation, testing order or commission agreement.
2) Final testing items, sampling points, testing methods, report format, report delivery time, fees and CMA mark use shall be subject to written confirmation and the valid accredited scope of the laboratory.
3) If the report is intended for regulatory submission, filing, acceptance, dispute resolution, lease negotiation, handover or other specific use, please confirm the requirements of the receiving party before testing.
4) The test report reflects the sample/site conditions, sampling time, sampling locations, requested items and applicable testing methods at the time of testing. It is not a long-term safety guarantee for future changes in the environment.

## 8. Confirmation

| | | | |
|---|---|---|---|
| **Applicant Signature / Stamp** | | **Date** | |
| **Received by LETI** | | **Date** | |

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