



Laboratory Opening Request Form

Criterion Project #
(Criterion Employee use only)

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Laboratory Opening Policy and Associated Fees

- Criterion provides after-hours, weekend, and Holiday Lab Openings. Criterion's Laboratory hours are Monday through Friday 8:00am – 4:30pm.
- Laboratory Opening is subject to staff availability and must be scheduled ahead of time. Cancellation of Lab Openings must be done prior to 4 hours before the scheduled Lab Opening. Canceling less than 4 hours before the Lab Opening will result in a 25% cancellation fee.
- A specific drop-off time must be provided in advance. Our staff is scheduled to arrive at the lab based on that time, and if samples are not received within 30 minutes of the scheduled drop-off, we will be unable to perform the analysis.
- The number of samples cannot exceed what is stated in the original lab opening request. Any additional samples would require a separate request and may not be accommodated during the same opening.

Weekday 2-Hour Lab Opening Fee	Applied if the analysis requires the Lab to extend its weekday hours by a maximum of 2 hours (until 6:30pm).
Weekday 4-Hour Lab Opening Fee	Applied if the analysis requires the Lab to extend its weekday hours by a maximum of 4 hours (until 8:30pm).
Weekday 8-Hour Lab Opening Fee	Applied if the analysis requires the Lab to extend its weekday hours by a maximum of 8 hours (until 12:30am). If the lab is required to open past this time, additional fees may be applied.
Weekend Lab Opening Fee	Applied if the analysis requires the Lab to open anytime between Friday at 4:30pm and Monday 8:00am for up to 8 hours (Additional \$125 fee will be incurred for every hour exceeding 8 hours)
Holiday Lab Opening Fee	Applied if the analysis requires the Lab to open on a Holiday (as observed by Criterion Laboratories, Inc.) for up to 8 hours (Additional \$125 fee will be incurred for every hour exceeding 8 hours)

Client Information

Client:	
Client Contact:	
Contact Phone Number:	
Contact Email:	

Sample Information

Sample/Analysis Type:			
Total Number of Samples:			
Date/Time of Planned Sample Arrival:		Requested Completion Date/Time:	

Authorized by:	(Signature)	Title:		Date:	
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For Criterion Employee Use Only:

Approved by:		Expected Lab Opening Fee	
		Weekday 2-Hour Lab Opening Fee	\$250 <input type="checkbox"/>
Date/Time:		Weekday 4-Hour Lab Opening Fee	\$500 <input type="checkbox"/>
		Weekday 8-Hour Lab Opening Fee	\$1,000 <input type="checkbox"/>
Estimated Completion Date/Time:		Weekend Lab Opening Fee	\$900 <input type="checkbox"/>
		Holiday Lab Opening Fee	\$1,100 <input type="checkbox"/>

- Note 1: The lab opening fee selected above is an estimate based on the scheduled drop-off time and the expected time needed to complete the analysis. If the analysis extends beyond the estimated timeframe and requires the laboratory to remain open later, additional charges may apply and the client will be billed according to the applicable lab opening fee tier.
- Note 2: Preliminary results cannot be released prior to issuance of the final results report.
- Note 3: These services are in addition to any previously agreed upon services and will be an addendum to existing contracts.
- Note 4: A fully executed form, signed by both the client and Criterion Laboratories, Inc., constitutes an agreement to fulfill the terms outlined herein. Submission of this form alone does not guarantee approval or availability.
- Note 5: By signing the "Authorized by" field, you hereby acknowledge and agree that while every effort will be made to meet the estimated completion time, due to the possibility of unforeseen circumstances, completion time cannot be guaranteed; in the event that we are unable to meet the estimated completion time, you are still obligated to fulfill any financial obligation outlined above.