

# ROTEX INC.

## TEST SAMPLE AUTHORIZATION PROCEDURE

### ***GRADEX Material Testing Service - Sample Authorization & Shipment Procedure:***

Rotex is pleased to offer our fully equipped materials testing laboratory, staffed with experienced technicians, to help evaluate the effectiveness of the GRADEX Particle Size Analyzer for your particle application. Typically 2-3 pounds of each material you wish us to test is required to determine suitability as well as show the excellent repeatability of the GRADEX.

There is no change for this service but to ensure the safety of our employees as well as comply with federal, state and local health and safety regulations, please use the following procedures:

- 1) Use the "Sample Authorization Request Form" on the reverse side of this bulletin to convey to our Laboratory Specialist information pertaining to your material. Please FAX or mail the completed form and any applicable Material Safety Data Sheets to Rotex **before** shipping your material.
- 2) After the sample is approved for shipment, we will send you pre-printed address labels that include the Sample Identification Number that has been assigned to your sample.

- 3) Ship the sample (freight prepaid) to Rotex using the labels provided.

If you must use a different shipping label (e.g., FedEx), be sure to identify all packages with the Sample Identification Number shown on the labels.

**Note:**

**Our Receiving Department will not accept shipments without a valid Sample Identification Number.**

Once testing is complete, we will return the sample material to the address you provide on the "Sample Authorization Request Form". The sample will be shipped freight collect unless you have provided prepayment and billing instructions.

Rotex encourages you to visit during the material tests so you can learn first hand how the GRADEX can help automate your manual sieve analysis process. If interested, please contact one of our Application Engineers to schedule a witnessed test.

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## Sample Authorization Request Form

Complete this form to request authorization to use the GRADEX Material Testing Service. Provide all information requested below and FAX or mail this form with the appropriate Material Safety Data Sheets (if any) to:

ROTEX INC.  
1230 Knowlton Street  
Cincinnati, OH 45223

ATTN: Laboratory Specialist  
FAX: (513) 541-4888  
PH: (513) 541-1236

Do not send any material until your sample has been authorized and you have been given a Sample Identification Number. This number will appear on pre-printed mailing labels that will be sent to you once we have reviewed your completed request form.

Please complete the following:

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

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Phone Number: \_\_\_\_\_ Your Fax Number: \_\_\_\_\_

Material to be Tested: \_\_\_\_\_

Is MSDS available?: \_\_\_\_\_ Y \_\_\_\_\_ N If yes, attach it (them) to this form.

When tests are completed, we will ship the material back to you. Please provide the address to which you want your material sent. If same as above, write "same".

Return Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTN: \_\_\_\_\_

Return Authorization Number (if applicable): \_\_\_\_\_