

Product Submission Form – Photometry / LCP / LM79

Accurate attention to detail will ensure satisfactory completion of work.

Client Details

Items with * must be completed

Company name	*	Purchase Order No. (Attach copy)	*
Contact person	*	Test Type (circle) :	Photometry/LCP/LM79/COI *
Telephone	*	Turn-around (please select one) *	
FAX		Standard (est. 3-6 weeks)	
Email	*	Priority (+50%)	

Report Details

(Please note Third Party Policy in our Terms & Conditions)

Report Prepared for:	*	(text will appear on report)
Product ID / Cat No. (please add photo/datasheet)	*	(text will appear on report)

Testing Details

Total number of tests in this job	1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 or More (please circle as appropriate)		*
Test Voltage & frequency (otherwise 240V 50Hz used)	Volts*	Hz*	
Manufacturer (of luminaire)			*
Orientation (Ceiling/wall/pole/spigot etc.)			*
Lamp/LED Manuf. & Cat. No. (attach data sheet)	(if not supplied a generic no-name description will be used)		*
IES file - Specific reference direction (C0 or C90) ? Rated lamp lumens (relative photometry only)?			
Is luminaire ready to operate with a flex & plug?	Yes / No.	If No additional charges may apply*	*
Change of components required? *louvres *reflectors *lenses *driver settings for example	Yes / No.		*

Additional Test Details / Mounting Details

Include information on all adjustable parts of sample, for example: lampholders / reflectors / dimmable ballasts / driver.

Product Return Details

Carrier *	Dispose of Product *	Yes / No
Delivery address * Att:	Account Number *	
(No P.O.Box delivery.)		

Product is retained for 14 days after report is issued, unless requested otherwise.

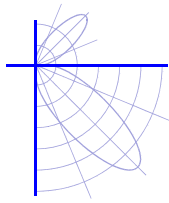
I agree to the terms and conditions accompanying this form.

Authorised By:

Date

_____ *

____/____/____ *



Terms and Conditions.

THE SUBMITTER AGREES TO THE CONDITIONS SPECIFIED BELOW

- All Quotation(s) are subject to LightLab's Terms & Conditions
- Confidentiality - LightLab can only discuss results with a nominated representative of the company supplying LightLab a purchase order for the work. Discussions with a third party cannot be entered into without written authorisation from the purchasing client.
- If the services are requested in connection with a dispute, contract or tender then LightLab requires details before or with submission of the sample. LightLab reserves the right to decline testing of the sample(s) or require a discussion between all parties before providing the services.
- If samples for test are provided by a third party then the manufacturers' details and/or product photograph will not be listed on the report except where written permission is provided by the manufacturer.
- Completion dates quoted are our best estimates and every endeavour will be made to meet these dates however no responsibility will be taken if these dates are unable to be met.
- Our quotation is based on the submitter providing the relevant technical documentation at the time of application.
- Compliance testing is performed with our 'best effort result' determining compliance, uncertainties will not be considered.
- No responsibility will be accepted for loss or damage to the product(s) submitted or for the condition of the product(s) after testing.
- We do not accept any responsibility for loss during transport to or from LightLab. For return, delivery insurance can be arranged by special order. You must inform us if you require this.
- LightLab will dispose of the product(s) if return details not supplied on the product submission form 14 days from completion of the job.
- Test samples must be supplied complete and wired ready to run. Sample requiring assembly or fitting of components to operate will be charged at the current laboratory rate.
- Product(s) may be dis-assembled for testing / reporting purposes. The submitter agrees that the products may be hazardous after testing. If product(s) are returned, they will require inspection and possibly rewiring before use
- If a submitter cancels a project prior to completion an administrative fee of \$250 will be charged in addition to any pro-rata testing fees.
- Where product(s) have special mounting, installation of other requirements these shall be provided by the submitter at the time of application.
- If the luminaire has intelligent ballasts these must be programmed for 100% light output at "power on" otherwise additional lab fees will apply.
- Quotations are based on the assumption that the article complies at the completion of the testing program.
- In the event of non-compliance(s) LightLab will provide a summary of those non-compliances and their cause. A non-compliant report can be issued if requested.
- Delivery, if quoted by LightLab, is from the date that all required components for the test are delivered to LightLab.
- LightLab staff can perform investigations and modifications, or can consult as to possible solutions, for an additional charge of \$200/hr. Any additional assessment, testing, or reporting required after rectification of points of non-compliance will attract additional charges at a rate of \$250/hr. In such cases your verbal go-ahead will be required before any work is undertaken.
- LightLab's standard report format is in secure soft copy PDF format. Hard copies can be supplied for an extra charge of \$100 for the first original and \$25 for each subsequent original.
- Test reports always remain the property of LightLab International. Upon receipt of payment from the submitter LightLab grants a right to the submitter to reproduce the Test report(s) only in full. Reproduction of parts of the report is expressly forbidden without the prior written consent of LightLab International.
- If your company issues a purchase order you must forward a copy when accepting a quotation.
- For calibration of Lightmeters a label noting a calibration due date of 1 year will be applied unless you specifically instruct us otherwise.
- Any disbursement costs incurred (eg customs clearance) will be charged to your account at cost + 20% service fee.

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