



# Leather Research Institute

BCSIR, Nayarhat, Savar, Dhaka-1350

Revised no. 01
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## Request Form for Sample Testing

Organization Name	:	-----
Address	:	-----
Contact Person	:	-----
Mobile / Phone Number	:	-----
Email	:	-----
Fax	:	-----

### Sample Information (Please Tick ✓):

Sample Type	:	Leather	<input type="checkbox"/>	Finished	<input type="checkbox"/>	Crust	<input type="checkbox"/>	Wet blue	<input type="checkbox"/>
		Product	<input type="checkbox"/>	Foot wear	<input type="checkbox"/>	Leather goods	<input type="checkbox"/>	Accessories & Others	<input type="checkbox"/>
Colour	:	-----							
Size/Quantity	:	-----							

### Test (s) required (Please Tick ✓):

<input type="checkbox"/> Tensile Strength	<input type="checkbox"/> Lace-lace Abrasion	<input type="checkbox"/> Vamp Flexing
<input type="checkbox"/> Rub Fastness	<input type="checkbox"/> Lace-Eyelet Abrasion	<input type="checkbox"/> Belt Flexing
<input type="checkbox"/> Hardness of Sole	<input type="checkbox"/> Softness of Sole	<input type="checkbox"/> Others

### Service required (Please Tick ✓):

<input type="checkbox"/> Regular (5 Working Days)	<input type="checkbox"/> Shuttle*(50% surcharge / next working day)	
<input type="checkbox"/> Express*(25% surcharge / 3 working days)	<input type="checkbox"/> Same day*(100% surcharge / 8 working hrs)	
Note: Treated as regular if left blank.		
* Applicable to certain tests only.		
Report Delivery	<input type="checkbox"/> Self-receipt	<input type="checkbox"/> E-mail

### LRI Reference (Office use only):

No. of sample received	:			
Job Number	:	Date:	Time:	
Test fee	:			
Money receipt no	:	Date:		

**Terms & Conditions:**

**Section 1 - Services to be provided:** Laboratory shall provide testing services in accordance with this Agreement and executed Test Request Forms. All tests will be performed with that degree of care and skill ordinarily exercised under similar circumstances by reputable similar laboratories and using test procedures and laboratory protocols as specified in the Test Request Forms.

**Section 2 - Standard of Care:** Client expects the services provided by the laboratory under this agreement will be performed in a manner consistent with the level of care and skill ordinarily exercised by members of the laboratory profession currently practicing under similar conditions and time period. No warranty, expressed or implied, is made or intended by providing laboratory services or by furnishing oral or written reports of the findings made.

**Section 3 - Reports and Confidentiality:** Laboratory will provide written reports by the delivery date and in the quantities as specified in the Test Request Forms. Except as required by law, Laboratory shall not disclose to any person or entity other than Client:

- 1) reports,
- 2) the conclusions, observations and opinions contained in reports
- 3) any information, samples or other material supplied to Client.
- 4) The government investigates according of Right to Information (TRI) acts.

Laboratory shall abide by any additional confidentiality requirements requested by Client provided that such requirements are provided to Laboratory at or before execution of the testing.

**Section 4 - Chain of Custody, Document Retention:** Laboratory or Client shall create and maintain appropriate written chain of custody documentation to assure linking of results to specific samples. If requested by Client, Laboratory shall provide the chain of custody documentation with the report. Laboratory will retain test data as well as financial data for one year relating to the services performed.

**Section 5 - Delivery, Acceptance and Retention of Samples:** Loss or damages to samples remains the responsibility of Client until Laboratory's acceptance of samples by notation on chain of custody documents or otherwise in writing. As to any samples that are suspected of containing hazardous substances or radioactive material, Client will specify the suspected or known substances and or the level and type of radioactive activity. This information will be given to Laboratory as a part of the Test Request Form and will precede radioactive samples and will precede or accompany samples suspected of containing hazardous substances. Laboratory will retain samples for a period of 90 days following the date of submission of the report. If directed, laboratory will extend the retention period provided the Client agrees to pay the storage charge. Following the retention period, Laboratory will dispose of all non-impacted samples.

**Section 6 - Changes to Test Request Forms:** No persons other than the designated representatives for each Test Request Form are authorized to act regarding changes to a Test Request Form. Laboratory shall provide Client with written notification promptly upon identifying any activity that is a change to the terms and conditions of a Test Request Form. The notice will include the date; nature, circumstance, and cause of the activity regarded as a change, and will specify the particular elements of project performance for which an equitable adjustment is sought. Changes may be made to a Test Request Form through issuance of an amended Test Request form. The amendment will specify the reason for the change and, as appropriate, include any modified budgets, schedules, scope of work, and other necessary provisions. The amended Test Request Form will become part of this agreement upon execution by Laboratory and Client.

**Section 7 – Compensation:** Invoices shall be paid within 30 days of receipt of the invoice. If the Client utilizes "Pay When Paid" procedures, the laboratory shall be notified prior to testing. Laboratory is willing to accept this condition provided that the invoice is paid within 90 days regardless of

funds received by Client. A penalty of 1.5% per month on the outstanding balance will be applied to invoices after 90 days. Invoices shall be in a format acceptable to Client with adequate supporting documentation. In the event that Client disputes all or a portion of an invoice otherwise in acceptable format, Client shall advise Laboratory in writing, shall pay the undisputed portion of the invoice as specified in this Agreement, and shall resolve the disputed portion of the invoice through the disputes procedures of this Agreement.

**Section 8 – Disputes:** All disputes under this Agreement shall be resolved as follows. Within 20 days after written notification of the dispute, principals or officers of Laboratory and Client shall meet in an effort to resolve the dispute. If the dispute remains unresolved, the parties shall participate in a facilitated mediation pursuant to the rules of the Bangladesh Government, or such other person or entity as the parties may agree upon. Notwithstanding the foregoing, upon request by Laboratory, Client shall participate in and be bound by any disputes resolution mechanism contained in Laboratory's agreement with its Client.

**Section 9 – Indemnification:** Laboratory shall indemnify and hold harmless Client, its officers, directors, shareholders and employees from and against claims, demands, damages, liability and expenses, including attorneys' fees arising from Laboratory's negligent acts, omissions or breaches of contract or from the negligent acts, omissions or breaches of contract of persons or entities for whom Laboratory is legally responsible. Client shall indemnify and hold harmless Laboratory, its officers, directors, shareholders and employees from and against claims, demands, damages, liability and expenses, including attorneys' fees arising from Engineer/Client's negligent acts, omissions or breaches of contract or from the negligent acts, omissions or breaches of contract of persons or entities for whom Client is legally responsible.

**Section 10 - Termination and Suspension:** Client may order work suspended or terminated upon seven days advance written notice. If work is suspended, Laboratory shall receive, upon resumption, an adjustment in the cost of services to compensate for additional costs incurred due to the interruption of services. Upon suspension or termination, Laboratory shall preserve samples provided that Client agrees to pay the sample storage charge.

**Section 11 - Limits of Liability:** Client agrees to limit liability to the sum of twice the Testing Fee or a sum of Five Thousand Taka (5,000), whichever is greater.

**Section 12 - Miscellaneous Provisions:** This agreement constitutes the entire agreement between the parties, and supersedes all other and prior agreements. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, purchase order conditions, or other agreement purporting to modify, vary, supplement, or explain any provision of this agreement is of no effect until placed in writing and signed by both parties subsequent to the date of this agreement. In no event will the printed terms or conditions stated in a purchase or work order, other than an agreed upon Test Request Form, be considered a part of this agreement, even if the document is signed by both the Laboratory and Engineer/Client. Neither party will assign this agreement without the express written approval of the other, except the assignment of receivables for financing purposes. Laboratory may subcontract portions of this Agreement to other qualified laboratories if agreed upon by Client. If any of the provisions of this agreement are held to be invalid or unenforceable in any respect, the remaining terms will remain effective and the agreement will be construed as if the invalid or unenforceable matters were never included in it. No waiver of any default will be a waiver of any future default. Neither party shall be liable for nonperformance caused in whole or in part by Acts of God, civil unrest and war.

----- **End of Standard Terms** -----

**Signed by** : \_\_\_\_\_  
**Client**

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Date and Time** : \_\_\_\_\_

**Witness by** : \_\_\_\_\_  
**Laboratory Representative**

**Name** : \_\_\_\_\_

**Designation** : \_\_\_\_\_

**Date and Time** : \_\_\_\_\_