


To: Test laboratory for transformer materials		
Fax: +49 (911) 6336-2129 Tel: +49 (911) 6336-2122		

Order Form for a Laboratory Analysis

Information about the applicant/contact person

Name of the applicant / contact person*:	
Department & Location*:	
Telephone*:	
Telefax:	
E-Mail:	
Should also further persons be informed about the analysis results? *	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES please specify the names of the persons:	

*Mandatory statement

Information about the test specimen/sample

Test specimen/sample*: (e.g. Pressboard, copper wire, etc.?)	
Origin/Overview of the sample*: (e.g. manufacturer or/and Transformer-Nr. or/and exact place of removal from a transformer, etc.)	
Question/ description of failure*: (what happened and what should be analyzed?)	
Account assignment object (e.g. PO-Nr., FTNR-Nr...)*: (testing cannot be performed without account assignment object)	
Rush order?*1	<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES please specify the maximum date of completion*1:	
Are the samples needed after tests?*2	<input type="checkbox"/> Yes <input type="checkbox"/> No

*Mandatory statement

*1 The Material Testing Laboratory works with an average processing time of 5 days. This processing time can vary according to the scope of the analysis. Please confer with the laboratory in case of rush orders. The costs of a rush order are 50% higher than for a normal order.

*2 If YES the samples are to be picked up by the applicant (e.g. by sending a courier) within 10 working days after sending the report.

Signature of the Applicant/Date: _____