

**Client Information**

**New Client Profile Form** Account #:

Company Name:

Primary Contact: Email:

Phone:

Billing Contact: Billing Address: Billing Address:

Shipping Contact: Shipping Address: Shipping Address:

 Mobile: Fax: Phone:

City: State: Zip: Email:

Phone:

City: State: Zip: Email:

**Reporting Options**

|  |  |  |
| --- | --- | --- |
| Email | Web Fax |  |
| **Payment Options** | **Download your invoices at** [**www.**](http://www.)**ali-service.com**  |  |

Credit Card Type: (Please choose one) Visa MC AmEx

Credit Card Number: Exp: Cardholder Name: CVVC Code: Statement Address:

City: State: Zip:

Cardholder Signature\*

**\* By signing above, I hereby release and authorize the use of the above credit card to American Logistics International, Inc.**

**Technician Information**

Name: Email:

Name: Email:

Name: Name:

**Additional Information**

Email: Email:

**Federal ID or Other Tax ID Number: Years in Business:**

**How did you hear about American Logistics International, Inc.?**

P.O. Box 1488, Griffin, GA 30224

770.228.6038 \* 770.228.6321 (fax)

[www.ali-service.com](http://www.ali-service.com)

American Logistics International, Inc.

Terms and Conditions

1. **Sample Submission and Documentation** - A completed chain of custody form must accompany all samples. Amendments to samples already received by American Logistics International, Inc. must be submitted in writing either via email or fax before changes will be made. Adjustments to TAT and/or analysis type may result in a change in cost. In the event a job is canceled by a client, American Logistics International, Inc. will complete work in progress and invoice for work completed to the point of the cancellation notice. All canceled work will be subject to an administrative fee to include shipping charges. Erroneous entries made by American Logistics International, Inc. will be amended without written authorization.

2. **Shipping and Receiving -** American Logistics International, Inc. may provide FedEx Standard Overnight shipping for samples submitted within the continental United States. Packages received utilizing alternate services may be subject to a surcharge. Client remains responsible for the goods in transit to American Logistics International, Inc.’s location. Client will use an appropriate size box or envelop; inappropriate package sizing may be charged a surcharge. Prior to Sample Delivery Acceptance, the entire risk of loss or damage to samples remains with the Client. In no event will American Logistics International, Inc. have any responsibility or liability for the action or inaction of any carrier shipping or delivering any sample to or from American Logistics International, Inc.’s premises. Client is responsible to assure that any sample containing any hazardous substance which is to be delivered to American Logistics International, Inc.’s premises will be packaged, labeled, transported and delivered properly and in accordance with applicable laws. Generally, American Logistics International, Inc.'s hours of operation are Monday through Friday, 8 AM to 5 PM. Please contact your American Logistics International, Inc. representative to discuss deliveries outside of these times to determine additional fees/surcharges to be applied.

3. **Sample Turnaround Time (TAT) -** American Logistics International, Inc. provides TAT's that range from 3 hours to 2 weeks with 48 hours being the standard for most analysis types. TAT may vary for samples requiring difficult matrices or other circumstances outside American Logistics International, Inc.'s control. TAT for samples received after 3 PM will begin at 8 AM the next business day unless marked as a 3 hour TAT. TAT does not include weekends and holidays. Work performed on weekends and holidays must be pre-arranged and will incur a surcharge.

4. **Payment -** American Logistics International, Inc. processes credit cards on or about the 1st and 15th of each month. Account balances are charged in full at those times. Supply orders are an exception as they are processed at the time of order. Interest will be charged on all past due balances at a rate of 1.5 % per month. American Logistics International, Inc. retains the right to withdraw special pricing agreements on delinquent account at our discretion. In the event that American Logistics International, Inc. elects to retain legal counsel to collect any past due amounts, it may do so without notice to client, and client shall pay reasonable attorney's fees plus all other legal expenses American Logistics International, Inc. incurs. Client agrees that Richmond, Chesterfield, or Powhatan, Virginia shall be proper venues for any action to collect money owed to American Logistics International, Inc. by client. The Courts of the Commonwealth of Virginia have jurisdiction.

5. **Sample Retention -** Samples will be retained by American Logistics International, Inc. for 90 days after analysis. Unless otherwise noted by the client, samples older than 90 days will be discarded following proper protocol.

6. **Liability** - In no event shall American Logistics International, Inc. be liable to client or to any third party for any consequential, incidental or indirect damages, including any lost profit or lost savings arising out of or in connection with American Logistics International, Inc.'s service hereunder or the delivery, use reliance upon or interpretation of the test data results by client or any third party. In no event shall American Logistics International, Inc. be liable to client or any third party, whether based upon theories of tort, contract or any legal or equitable theory, in excess of the amount paid to American Logistics International, Inc. by client hereunder.

7. **Indemnification** - Client shall indemnify and hold harmless American Logistics International, Inc. and all of its agents, employees, officers, and directors from and against any and all claims, damages, losses, and expenses, included but not limited to reasonable attorney's fees, arising out of or resulting from the performance of American Logistics International, Inc.'s service hereunder

**I/We have read and understand American Logistics International, Inc.'s terms and conditions and understand that submittal of samples to American Logistics International, Inc. for analysis constitutes agreement of all prices and conditions provided to me by American Logistics International, Inc. I/We authorize your investigation of the information provided on the New Client Profile Form or any subsequent documents requested. I/We understand that accounts not paid within established credit terms will be considered delinquent. It is agreed that an interest charge of 1.5% per month on the unpaid balance will be imposed on accounts owing after 30 days from the initial due date. Should collection become necessary, I/We agree to pay all costs incurred, including a reasonable attorney's fee.**

Signature Title Date

Form: NPC10/31/2012