



DETAILED CLIENT INFO

(USE with any IDFL Sample Submittal Form)

Instructions

<ol style="list-style-type: none"> 1. When to use this form? <ul style="list-style-type: none"> - more information is needed for samples - payer is different than applicant - many report recipients - client address, contacts, etc have changed 2. New clients must also fill out Client Agreement Form 3. Contact IDFL for any questions 4. Please include a copy of SSF form with each sample. 5. See On-line Sample Submittal Form at www.idfl.com <p><i>Multiple sample test forms may be used with a single Detailed Client Info Form</i></p>	
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APPLICANT CLIENT INFORMATION	
Client Company Name	
Choose one:	<input type="checkbox"/> Use standard client info for sample(s) <input type="checkbox"/> Use client info below for sample(s)
Company Street Address	
Company City, State, Country	
Main Telephone	Main Fax
Client Contact Name	
Client Email	
Send Reports to <input type="checkbox"/> Applicant (listed below) <input type="checkbox"/> Payer	

Payer Information	
Payer Company Name	
Choose One:	<input type="checkbox"/> Use account info on file for payment <input type="checkbox"/> Use accounting info below for payment.
Payer Street Address	
Payer City, State, Country	
Payer Telephone	Payer Fax
Payer Contact Name	
Payer Email	
Send invoice to <input type="checkbox"/> Applicant <input type="checkbox"/> Payer	

EMAIL REPORT TO ALL LISTED BELOW

Contact Name	Title	Telephone	Email Address

- Client Instructions or Client Testing Protocol are also Attached
 See Special Client Instructions below

FACTORY INFORMATION	
NOTE	<i>Information about factory that sends sample (if different from applicant)</i>
Factory Name for this Sample	
Factory Street Address	
Factory City, State, Country	
Factory Main Telephone	Main Fax
Factory Contact Name	
Factory Contact Email	
Other Information	

RETAILER, BRAND-NAME, ETC	
NOTE:	<i>This is important if the retailer or brand have specific testing protocols with IDFL.</i>
Company Name	
Street Address	
City, State, Country	
Telephone	Fax
Contact Name	
Email	
Other Information	