

AIF ORDER FORM (Characterization, Fabrication, & Testing Services Order Form)

This must be completed before any work is done.

The below instructions will help you to fill out the form correctly and prevent delayed approval and/or your agreement from ending prematurely:

- 1) **Client:** Name of company, university, etc.
- 2) **Contact Name:** Person(s) Name to contact regarding anything about the order.
- 3) **Mailing Address, Phone, & Email:** Must be filled in for each contact name. It is recommended to submit a separate agreement for each individual.
- 4) **Not to Exceed Cost:** **This is not the amount we will bill for**, but the amount at which we will stop billing and the agreement ends. **It is recommended to enter more than you think you will need.**
- 5) **Start/End Date:** We recommend an immediate start date and an end date 6-12 months out. It can be no longer than 12 months.
- 6) **Send Invoice to and PO#:** If applicable.
- 7) **Government Funding:** If applicable, indicate the grant # (i.e. the number you would cite in a publication/other documentation).
- 8) **Requested Services:** Mark which services you are requesting.
- 9) **Description of Services Requested:** The description of service should be specific, as detailed as possible, and include the equipment to be used, materials (if known), and wished-for results.
- 10) **2nd Page - Check one:** Check if you will mail the samples (no one comes on site) or if you plan on performing the work related to the order at AIF. For the latter, a Lab Use Agreement is required; those instructions are below.
- 11) **By Authorized Official of Client:** Someone with signature authority must sign after "By"; either electronic or inked signature will suffice. Name, title, and date are required.

Please see further instructions [here](#).

For questions and to email this completed agreement, email our AIF Business Officer, Beverly Porter (bjporter@ncsu.edu)

LABORATORY USE AGREEMENT (LUA)

This must be completed before any user can enter an AIF Laboratory to receive training or do their own work.

The below instructions will help you to fill out the form correctly and prevent delayed approval:

“User” line in first paragraph: Name of company, university, etc.

1) Term: Date that this agreement will end. Can be longer than 1 year, if needed.

2a) Date(s) of use: Beginning and end dates of this agreement for the listed purposes.

2b) Time(s) of use: Times of use are typically 9:00am - 5:00pm.

2c) Purposes of use: The purposes of use should be specific, as detailed as possible, and include the equipment to be used, materials (if known), and wished-for results.

3b.ii: List the name of the requested service(s) and the quoted hourly rate(s), including **any instrument(s), technique(s), service(s) you might possibly want to use later**, so a future amendment won't be needed.

User section on page 8: The signature of an authorized representative on the "By" line is required, followed by their printed name, title, and date.

EXHIBIT A: Concise statement of work

Names and emails of individuals to receive training or perform their own work

Cost not to exceed - should match AIF Order Form amount if first Order Form and Lab Use Agreement

Please attach the quote or rates received as the last page of the Laboratory Use Agreement.

Please Note: Any change of any kind to this Laboratory Use Agreement will require an amendment and university approval.

Please see further instructions [here](#).

For questions and to email this completed agreement, email our AIF Business Officer, Beverly Porter (bjporter@ncsu.edu)