Help | Print

☐ Print with help

Order no.

(only for E&H purpose)

Invoicing/Headquarters:
E&H services, Inc.
Budějovická 618/53
140 00 Prague 4

E&H Services, a.s.

DISPATCH FORM

(FILL IN CAREFULLY, ESPECIALLY THE REQUIRED FIELDS MARKED WITH*)

Sample delivery to the Laboratory (copy to the shipment):
CannabiLab, Dobrá 240, Budova VUHŽ, a.s.
73951, Česká republika, info@cannabilab.eu
M: +420-608 742 251

CUSTOMER*		ADDRESS FOR INVOICE*	POSTAL ADDRESS (IF DIFFERENT TO CUSTOMER)	PAYMENT
Name				Select payment
Address				
VAT				
Contact				approx. price / as agreed

SAMPLING INFORMATION		METHOD OF REPORTING*	TYPE OF CERTIFICATION*	SAMPLE DISPOSAL*
Sampled by		○ In person (print)	○ GMP Certification	◉ Discard by E&H
Date and time		○ By post (hard copy)	○ R&D Screening	○ Return by the customer
Method used		◉ E-mail (electronically)	○ Accreditation ISO	
Purpose		@	◉ Non-accredited	
Matrix		☑ Required by:		
		Otherwise the standard completion date applies.		

LIMS NO. (only for E&H)	NAME OF SAMPLES*	SCOPE OF ANALYSES / SPECIFICATIONS*	MATRIX*	WEIGHT (g)

I hereby declare that under the terms of this agreement, in case of unexpected situations (such as an instrumental defect), the laboratory may subcontract the order while maintaining responsibility for the highest quality of services. I undertake to pay the agreed price for the service as stated in the email communication or offer.

Customer
(date, signature): .....

Take over at E&H
(date, time, signature): .....

Review at E&H
(date, time, signature): .....

CAPA CONTROL: In SCOPE OF ANALYSES / SPECIFICATIONS enter only text that is fully visible. If the request does not fit, provide an unambiguous reference to an attached specification/document.

← Back to form

How to complete the dispatch form

A reusable template for repeat orders

Prefill your company, contact and preferred report delivery method, then save a template with blank sample rows. For each order, use Save As and enter the changing details: sample name, batch, matrix and specification. Check the options marked *.

Completion and handover

Enter the customer and contact, available sampling details and one sample per row. Names and batches must match the sample labels. Check payment, report delivery, certification and sample disposal or return. Order and LIMS numbers and price are completed by the laboratory.

Font and maximum character count

Text fields use 12 pt type and left alignment. The table gives fixed limits including spaces, commas and other characters. Each limit applies separately to each field and to each of the 7 sample rows.

Longer instructions need an attachment

If an entry does not fit, enter a short unique reference, e.g. SPEC-07/R02. Attach a file with the same identifier, containing all requirements, sample preparation instructions and the applicable sample ID. Attach a contact sheet for longer company details or email addresses.

Before sending and printing

Save and reopen the PDF, then check complete entries and attachments. The Print button prints page 1; enable Print with help to print both pages. When printing from the application menu, select the page range manually.

Maximum characters

The limit is also shown in the tooltip for each field.

Field	Chars
Customer: each of the 4 fields	**14**
Invoice details: each field	**18**
Postal details: each field	**15**
Sampling details: each field	**20**
Email for results	**13**
Completion date: DD.MM.YYYY	**10**
Sample name / batch	**15**
Scope of analyses / specifications	**18**
Sample matrix	**13**
Sample weight (g)	**9**
Order number (laboratory)	**5**
LIMS sample number (laboratory)	**4**
Approximate price (laboratory)	**8**

Calculated from usable field width, 12 pt type and the widest common Czech/English character. Narrower letters do not increase the fixed limit. Dates use DD.MM.YYYY (10 characters). Text scrolling within a field is disabled.