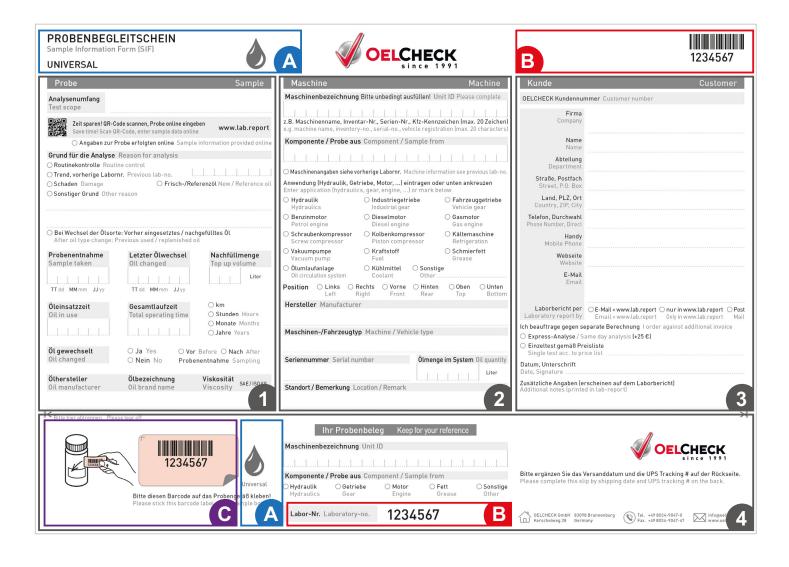
SAMPLE INFORMATION FORM





STRUCTURE

The Sample Information Forms are bilingual (German/English). They are divided into four separated parts:



9

Machine details



Customer details



Separable reference slip including the barcode label with the laboratory number

Important information is provided at prominent positions:



Identification

The name of the Sample Information Form is displayed in words and as an icon on the top left of the Sample Information Form and on the left of the reference slip.



Laboratory number

The laboratory number is printed on the top right of the Sample Information Form and on the bottom center of the reference slip. Complete the laboratory number if you are using a Sample Information Form from our website.



Barcode label

The barcode label is on the reference slip. Stick it on the sample bottle to mark it.

SAMPLE INFORMATION FORM





Sample details

The left column aks for all information about your sample. We need this information for an accurate and meaningful diagnosis.

Test scope

The test scope of your all-inclusive analysis kit is already printed on your Sample Information Form. You just have to provide it if you are using a Sample Information Form from our website.

Sample information provided online

Mark the field with a cross if you entered the sample data via lab.report or the OELCHECK-App.

Reason for analysis

Please specify your reasons for sending us the sample. If you got particular questions, you can ask them here. Our experienced tribologists will answer them in their comment.

Sample taken

Fill in the sampling date.

Oil change

Enter the date of the last oil change.

Top up volume

Enter the top up volume since the last oil change.

Oil in use

Provide the period of time in which the oil has been used.

Total operating time

Enter the total operating time of the machine.

Oil changed

Mark the details as appropriate for your sample.

Oil manufacturer, brand name und viscosity

Provide the manufacturer, the brand name and the viscosity of the oil you are sending in.



Machine details

The middle column asks for all information about the machine we need for an accurate and meaningful diagnosis.

Unit ID

Assign a unique Unit ID which you always use for samples from this specific machine.

Component / Sample from

Provide the component from which the lubricant was taken or mark the appropriate description with a cross.

Manufacturer

Provide the machine manufacturer.

Machine / Vehicle type

Fill in the machine or vehicle type.

Serial number

Enter the serial number of the machine.

Oil quantity

Please enter how much oil is in the system.

Location / Remark

Fill in the location and additional relevant remarks.



Customer details

The right column asks for all information about the customer.

Company and address data

Fill in the address and contact data of your company and the contact person.

Laboratory report

Mark with a cross whether you want to receive your laboratory report by mail, e-mail or just via our customer portal www.lab.report.

Additional services

You can choose an express analysis or additional single tests. They will be charged as indicated.

Additional notes

Support additional company-internal information on your sample. It will appear on the laboratory report.



Separable reference slip including the barcode label with the laboratory number

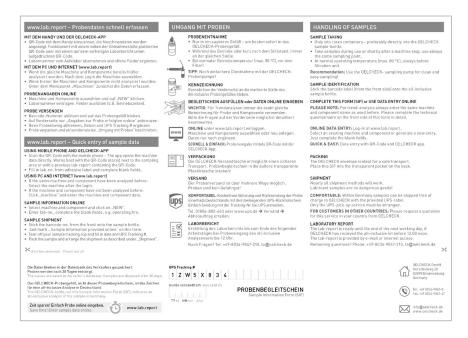
Stick the barcode label with the laboratory number on the sample bottle. Tear off the sample reference for your records.

Machine data

Fill in the machine data from the Sample Information Form on the reference slip. Record the shipment date and UPS Tracking # on the back.

SAMPLE INFORMATION FORM





The back of the Sample Information Form

All information needed for the handling of your all-inclusive analysis kit can be found on the back of the Sample Information Form:

- Instructions on data entry
- Advice on sample taking and identification of the sample bottle
- Explanations on packing and shipping
- Input field for the UPS tracking number of your sample

You find your UPS tracking number on the UPS return label included in the all-inclusive analysis kit. Write it on your reference slip for tracking purposes. The collection and shipment of your sample are free of charge within Germany with the provided UPS return label.

OUR SAMPLE INFORMATION FORMS

Besides the Universal Sample Information Form, which can be used for all lubricants and machines, OELCHECK provides additional Sample Information Forms. They ask specific questions concerning the individual lubricant application. The following Sample Information Forms are available at the moment:

