

AQUATEST a.s., analytical laboratory, with its registered office at Geologická 988/4, Hlubočepy, 152 00 Prague 5, Czech Republic

Registered in the in the Commercial Register kept at the Municipal Court in Prague, Section B, insert 1189
Company Reg. No. 44794843, VAT No. CZ44794843

Instructions for Completing an Order Sheet

Dear clients,

It is necessary to complete an Order Sheet for each sample delivered to the laboratory. A well-completed order sheet is the most effective way of passing your requirements to the laboratory. This ensures that the samples are handled in accordance with your requirements and the results are delivered to the right person and within the required time. These instructions will help you to complete it correctly.

The Order Sheet should include the following information:

1. Your identification (mandatory)

- Client (the order will be invoiced to this customer)
- Company Reg. No. (if you are not a private entity)
- Name of the Client's representative (in capital letters) – complete if it is not the same as the name of the Client

2. Sampling information (optional)

- Person that performed the sample
- Date of sampling

3. Order name (optional)

- Fill this in if you have assigned an order name in the past, otherwise it will be filled in by the laboratory

4. Client's registered office/Residence of a private entity (mandatory)

- Enter the full address, including the postal code

5. Your phone number (mandatory)

6. The name of the location where the sample was taken (optional)

7. The laboratory will assign an order number

- The number will be generated by our system based on your order

8. Required deadline for the results (optional)

- The standard delivery time for the results is 10 working days. If you require a shorter delivery time, enter a specific date to this field (it will be adhered to if the capacity of the laboratory allows it)

9. Test report delivery (mandatory)

- Specify how you want to receive the test report
- You can choose to receive it either by post, e-mail (clearly fill in your e-mail address) or in person – please specify your preferred method

10. Signature of the order sheet (mandatory)

11. Solid samples archiving - YES/NO (optional)

12. Table page 2 + Cover sheet page 3 (mandatory)

- Each delivered sample must be marked by the customer (name / batch...)
- Fill in the amount of sample that you are delivering to the laboratory
- Choose the scope of cannabinoid analysis (7001/7002).
- Specify any additional analyses (e.g. determination of heavy metals, pesticides, microbiological analyses, etc.)
- Indicate what type of matrix you are delivering to the laboratory:
 - In the case of herbal cannabis, please specify the variety and sign the cover sheet on page 3
 - In the case of extract/tincture, please sign the cover sheet on page 3 and submit your handling permit to the laboratory (a scan would be sufficient)