

1. General Conditions:

- 1.1.Amount of the specimens should be agreed before sending
- 1.2.Preparation of the specimens (according to the standards) are under responsibility of the customer
- 1.3.Specimens should have enough explanation labels. Test report will consist informations from the labels
- 1.4.For the TS, EN, ISO, ASTM, BS and other standards; specimens should be machined as in the standards and will test with the amount of the specimens which is mentioned in the standard.
- 1.5.All specimens should be sent in plastic or glass laboratory bottles which are also suitable for chemicals.
- 1.6.The samples should be prepared so as not to affect the properties of the material. The cut surfaces of the samples should not have processing defects, their surfaces must be smooth and clean.
- 1.7.Moisture absorption in samples should be avoided for chemical analysis specimens.
- 1.8.Specimens which are sent for microscopic examinations shall not be damaged due to transport, in order to preserve existing conditions; When more than one sample is involved, the samples must be packaged in a manner that prevents them from interacting with each other.

2. Sample Acceptance:

- 2.1.Specimens and test / analysis related technical documents / specifications (except standards) should be sent to the laboratory
- 2.2.If the specimen is sent by cargo, Sample Acceptance Form will not be issued during delivery.
- 2.3.If the specimens are not delivered within 15 business days after the test request has been confirmed, transaction will be canceled
- 2.4.The specimens shall be sent after the approval of the Claim Form and payment has been made. Otherwise the samples will be returned without acceptance.
- 2.5.Reusable specimens and witness samples will be stored for 30 days after the date of the test report. For request more than 30 days, there will be extra charge.

3. Payment Terms;

- 3.1.Test / analysis service is started after payment.
- 3.2.Test / analysis fees are not including VAT.
- 3.3.The test / analysis fee will be paid to "Matil Material Testing and Innovation Laboratories Inc", one of the following
 - A) Güneşli Branch of Garanti Bank. IBAN: TR52 0006 2000 2950 0006 2942 89
 - B) Finansbank Topkapi Branch. IBAN: TR48 0011 1000 0000 0037 8626 24
- 3.4.Priority tests include the execution of tests / analysis during off hours and / or holidays. For these services, a 50% surcharge is applied for normal fees.
- 3.5.If the interpretation of the test / analysis results is requested, a 50% surcharge is applied. For comments on the microstructure and damage analysis, the price is mutually determined.
- 3.6.Charges for non-point-of-use cases described herein are determined by mutual agreement.
- 3.7.Istanbul Caglayan Courts and Execution Offices are authorized to settle the disputes.

4. Reporting:

- 4.1.The test / analysis report will be sent to the cargo with e-mail and invoice.
- 4.2.The shipping fee for the delivery of samples and the sending of the report belongs to the customer.