

**INSTRUCTIONS TO ORDER API PRODUCTS FROM TQA**

- Please ensure that you have the following documents available:

1. Price List
2. API Catalogue
3. API 2019 Order form
4. Haematology list
5. API schedule

- Complete the Order form with your laboratory's details on the top half of the order form



Send orders to [ThistleQA@LGCGroup.com](mailto:ThistleQA@LGCGroup.com)  
Always indicate on the subject line "API ORDER"

API # (if applicable)

Shipping Information	Billing Information
Shipping Contact	Billing Contact
Institution Name	Institution Name
Department	Department
Street Address (products cannot be shipped to P.O. Box)	Mailing Address
Address 2	Address 2
City Province Zip	City Province Zip
Phone Fax	Phone Fax
Email	Email
Send copies of reports to (a copy will also be sent to the address above):	Send additional copies of reports to (attach a list if more than two):
Attention	Attention
Institution Name and Address	Institution Name and Address
City Province Zip	City Province Zip
Phone Fax	Phone Fax
Email	Email



- On the bottom half of the Order forms, you are required to complete the names of the programmes you require as per the name stated on the catalogue as well as the respective catalogue number as indicated on the catalogue. On the section quantity, please indicate which test event you require (look at schedule to see the dates of each test event) and next to the test event, indicate the quantity you need. On the section price, take the price from the price list/quotation and indicate it there.

Catalog Number	Description	Quantity	Unit Price	Total
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R
			R	R

Purchase Order #: \_\_\_\_\_ Sub-Total R \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_ Shipping & Processing R \_\_\_\_\_

Send this order form to TQA.Accounts@LGCgroup.com . Additional Purchase orders as per your regulations at your company should be accompanied as well but it is mandatory that this order form is completed and sent to the above email address to ensure that your order will be captured.