

INSTRUCTIONS TO ORDER API PRODUCTS FROM TQA

Please ensure that you have the following documents available:

1. Price List
2. Quotation
3. API Catalogue
4. API 2018 Order form
5. Haematology list (If ordering from the Haematology sector of programmes)
6. API schedule

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



Innovative Solutions. Technical Excellence. **2018 Order Form**

Send orders to: TQA.Accounts@LGCgroup.com -
Always Indicate on the subject line "API ORDER"

API # (if applicable)

KINDLY ENSURE THAT YOUR IMPORT PERMITS ARE IN ORDER FOR UN3373 PRODUCTS

Shipping Information	Billing Information
Shipping Contact (Name of contact person in the lab)	Billing Contact
Institution Name	Institution Name
Department	Department
Street Address (products cannot be shipped to a 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

If you would like your order shipped by department, please use a separate form for each department. Please use additional forms if more lines are needed.

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 as well. On the section quantity, please indicate which test event you require (look at schedule to see the commencement dates of each test event). On the section price, take the price from the price list/quotation and indicate it there.eg. If you require Urine Hcg Qualitative, you will need to create one order for TE1, TE2 and TE3 as seen below. Should you be ordering an additional programme such as ABO, you may place ABO's order just below the Urine HCG Qualitative in the same format. Write the total of your order at the end of the form.

If you would like your order shipped by department, please use a separate form for each department. Please use additional forms if more lines are needed.

Catalog Number	Description	Quantity	Unit Price	Total
235	Urine HCG Qualitative	TE1, TE2, TE3	R 1 435.00	R 4 305.00
			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

Thistle Purchase Order #:	Sub-Total R	
Authorized Signature: _____	Shipping & Processing R	
Please complete the attached form if paying by credit card.	*Additional Shipping Charges R	
	Order Total R	4 305.00
<small>*Additional shipping charges may apply for countries located outside of RBA. *Call Thistle QA on 011 463 3260 for additional shipping costs if you are located outside of RBA. Visit www.api-pt.com to view the API catalog or contact Thistle to request one.</small>		

Send this order form to TQA.Accounts@LGCgroup.com . it is mandatory that the API order form is completed and sent to the above email address to ensure that your order will be accepted by API. A formal Purchase order created from your institute is also required to accompany this order form in order for us to bill you. Kindly ensure that both the API Order form and your company's purchase order form is sent simultaneously and named accurately.

Should you need additional information with regards to ordering API Products, kindly contact us using the below information and we will be glad to assist you:

Email: TQA.Accounts@LGCgroup.com
Phone: 011 463 3260 / 079 040 2573 (Nakita)