

**Establish between:**

Party of the first part,

**THE APPLICANT**

Company name:  
Click here to enter text

Company address:  
Click here to enter text

Intra-community VAT N°: Click here to enter text

**Represented by:**

Surname, Name: Click here to enter text

Job title: Click here to enter text

Phone number: Click here to enter text

Email: Click here to enter text

**Technical contact :**

Surname, Name: Click here to enter text

Job title: Click here to enter text

Phone number: Click here to enter text

Email: Click here to enter text

**BILLING ACCOUNT**

Company name (if different):  
Click here to enter text

Billing address (if different) :  
Click here to enter text

Intra-community VAT N°: Click here to enter text

**Accounting contact:**

Surname, Name: Click here to enter text

Job title: Click here to enter text

Phone number: Click here to enter text

Email: Click here to enter text

**Payment terms: 30 days end of month**

**Payment method : Bank transfer**

**And: Laboratoire EXCELL SAS**  
**25, rue Aristide Bergès**  
**33270 FLOIRAC**

**Represented by:** M. Vincent RENOUF, General Manager of the Laboratory

This document is made in order to define the sending and reception methods of analysis report sent by email by the laboratory, in order to guarantee the accuracy, reliability and confidentiality of the given information. Furthermore, it underlines the disposition taken by the laboratory to satisfy the 2017 NF EN ISO/CEI 17025 standard.

***The following agreement is valid as long as it is not revoked by one of the two parties***

### REFERENCE DOCUMENTS

This document refers to the following documents and references:

- NF EN ISO/CEI 17025: 2017
- LAB REF 02 : « Exigences pour l'accréditation des laboratoires selon la norme NF EN ISO/CEI 17025 »
- Directive européenne 1999/93/CE sur un cadre communautaire pour les signatures électroniques
- GEN REF 11 : « Règles générales d'utilisation de la marque COFRAC »

The LIMS is available in a nominative way and protected by a secret password specific to each user. It generates preformatted reports.

- For any kind of reports, the software will generate a PDF with the mention of the signatory, his position as well as his electronic signature
- Regarding the exports, the results are sent in PDF format and the original copy, stamped and signed manually, is sent by post. The last one is the one prevailing in this case.

At any given time, the client can send a written request for a manually signed copy.

### SENDING OF THE ANALYSIS REPORT

In order to satisfy the 17025 standard, the integrity and confidentiality of the analysis reports are enforced.

The analysis report is sent attached to an email in a PDF format, allowing only its reading and printing.

To ensure confidentiality, the report will only be sent to the email address(es) below:

Addressee(s) : name, job title	Email address(es)
Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text
Click here to enter text	Click here to enter text

***The client commits to communicate any modifications of email addresses and/or recipients with this document updated and signed.***

By default, the analysis reports will be sent to the postal address mentioned on the first page of the document.

The authenticity of the email is assured by the electronic email address of the sender that can only be the following:  
[resultats@labexcell.com](mailto:resultats@labexcell.com)

A copy of the sent report is digitally archived to assure its traceability.

The two parties previously stated commit to respect the provisions described in this following agreement.

Made in two original copies, namely one copy for each party.

**Date** :Click here to enter text

**Name** :Click here to enter text

**Customer Signature**  
(Preceded by the handwritten words « read and approved »)

**Vincent RENOUF**  
**General Manager**

