



### Rush Request Form

*Please use only one lot per form.*

*N/A any section intentionally left blank.*

*Rush Request Form must be submitted 24-hours in advance.*

Company Name & Address: \_\_\_\_\_

\_\_\_\_\_

Sample Lot Number: \_\_\_\_\_

Active(s) & Concentration(s): \_\_\_\_\_

\_\_\_\_\_

Test(s) Being Requested for Rush services [see CIAL [Price List](#) for Test Code(s)]: \_\_\_\_\_

\_\_\_\_\_

Anticipated Arrival Date: \_\_\_\_\_

Rush Request Time Frame:

24-hour (+100% Test Cost)       2-3 Days (+50% Test Cost)

#### CUSTOMER APPROVAL

---

Requested by (must be completed prior to submission):

Personnel Name: \_\_\_\_\_

Personnel Title: \_\_\_\_\_

Personnel Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

#### CIAL USE ONLY

Rush Acceptance:

Accepted       Denied

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

Date request received by CIAL: \_\_\_\_\_

Date request confirmed by CIAL: \_\_\_\_\_

CIAL staff initials: \_\_\_\_\_



Sample Lot Number: \_\_\_\_\_

---

CIAL USE ONLY

Sample Receipt:

Date sample received by CIAL: \_\_\_\_\_

CIAL Tracking Number: \_\_\_\_\_

CIAL staff initials: \_\_\_\_\_

*Instructions:*

- *Please use only one lot per form.*
- *“N/A” any section intentionally left blank.*
- *Please provide completed CIAL Sample Submission Form with Rush Request Form.*
  - *Only testing needing to be rushed is to be placed on Rush Request Form.*
- *Rush Request Form must be sent to CIAL 24-hours before sample is to be received to be considered a valid request.*
- *If form is incomplete, CIAL will request revision(s).*
  - *The request will not be considered valid until the requested revision(s) are completed and accepted by CIAL.*
- *Please email Rush Request Form to [rush@compounderslab.com](mailto:rush@compounderslab.com)*
- *Once “Rush Acceptance” has been acknowledged, please send the below items to CIAL.*
  - *CIAL Sample Submission Form*
  - *Accepted Rush Request Form*
  - *Formulation Sheet/Manufacturer’s Certificate of Analysis*
  - *Physical Sample*
- *Rush samples must arrive at CIAL before 11:00 AM (MST).*
  - *If the rush sample is received by CIAL after 11:00 AM (MST), the requested rush time frame will begin the following business day.*