



We Put Technology In Motion™

TEST SETUP INSTRUCTIONS

SWECO, A Division of M-I

Ship-to Address:
SWECO Lab/ (Test #)
8029 US Hwy 25
Florence, KY 41042
Attention: Dave Abner

Phone (859) 283-8428
Fax (859) 283-8410

Email: david.abner@sweco.com

To assist the lab in maintaining efficient flow of tests, please follow the instructions below in proper sequence.

- (1) Fill out and send the completed test questionnaire and MSDS to the address or fax number above.
- (2) After reviewing the information, the Lab will contact you with a test number and authorize shipment. The test number must be on the package of material. (Material will not be received into the lab without a test number.)
- (3) Unless otherwise specified by Sweco, issue a purchase order to: SWECO, A Division of M-I/SWACO, in the amount of US \$350.00/day of testing (this will cover lab costs). Addition fees may apply if special screen meshes are needed.
- (4) Ship material in resealable containers, drums or pails. Include a return address with the name and phone number of a contact person. Attach MSDS (and placards, if necessary) to shipment.
- (5) Pre-pay freight on shipment. The material will be returned collect by truck, UPS or FedEx. Please specify you preference for returns. If UPS or FedEx, please send account number to lab for return shipment.
- (6) If the test material is coming from outside the U.S. include the name, address and telephone number of the broker to be used for the return of your material.

Note: Following these instructions will not only aid in maintaining an efficient flow of tests, but will also provide a safer environment for our workers.