



# VirginiaTech

Nanoscale Characterization and  
Fabrication Laboratory

**NCFL**  
Virginia Tech, Mail Code 0905  
1991 Kraft Drive  
Blacksburg, Virginia 24061  
+1-540-231-0466 email: susette@vt.edu  
[www.ictas.vt.edu/ncfl/](http://www.ictas.vt.edu/ncfl/)

### NCFL Work Request Form (for users outside Virginia Tech)

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Other contact no. (cell, pager): \_\_\_\_\_

Email: \_\_\_\_\_

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

P.O. No: \_\_\_\_\_ (attach copy of PO)

Estimated Cost (if known): \_\_\_\_\_

Academic/NonProfit? YES \_\_\_ NO \_\_\_

Federal Flow-Through Work? YES \_\_\_ NO \_\_\_

If yes, Agency: \_\_\_\_\_

Contract/Grant No: \_\_\_\_\_

*I certify this funding information is accurate*

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

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

### Description of Work

Number of samples: \_\_\_\_\_ Details/photos attached: \_\_\_\_\_

Analytical techniques requested: \_\_\_\_\_

Description of analysis: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Send Report by: \_\_\_\_\_ Email \_\_\_\_\_ Mail \_\_\_\_\_ Overnight \_\_\_\_\_ No Report Needed

**Samples will be retained for 8 weeks then discarded unless otherwise requested**

Return samples \_\_\_\_\_

Special handling requirements: \_\_\_\_\_

**PLEASE INCLUDE A COPY OF THIS FORM WITH YOUR SAMPLES**