**I. Submitting Agency Information**

This information pertains to the agency that is submitting evidence to RJ Lee Group. It will be used to identify submitted evidence and create a chain of custody.

|  |  |
| --- | --- |
| **Submitting Agency Information** | |
| **Agency Name:** |  |
| **Agency Address:** |  |
| **Agency Phone:** |  |
| **Contact Person Name/Title:** |  |
| **Contact Person Phone:** |  |
| **Contact Person Email:** |  |

**II. Case Information**

This information will be used to log evidence into RJ Lee Group's LIMS.

|  |  |
| --- | --- |
| **Case Information** | |
| **Case Number:** |  |
| **Victim Name(s):** |  |
| **Subject Name(s):** |  |
| **Brief Description of Submitted Evidence:** |  |
| **Purchase Order Number:** | No  Yes, PO Number: |
| **1 Rush Analysis:** | No  Yes,  4 Days  3 Days  2 Days |

1 RJ Lee Group's standard turnaround time is 5-10 business days. If rush analysis is requested, an additional fee will be applied based on the turnaround requested. ***Please call ahead if rush analysis is requested.***

**III. Invoicing**

The agency who is receiving the invoice is who RJ Lee Group calls their client. This agency will receive an invoice at the conclusion of the analysis.

|  |  |
| --- | --- |
| **Invoice** | |
| **Invoice Agency Name:** |  |
| **Invoice Agency Address:** |  |
| **Invoice Agency Phone:** |  |
| **Contact Person Name/Title:** |  |
| **Contact Person Phone:** |  |
| **Contact Person Email:** |  |

**IV. Return of Evidence and Report**

RJ Lee Group typically returns a hard copy of the report with any submitted evidence. If you would like the report to be sent to a different location, please indicate so below.

|  |  |
| --- | --- |
| **Return of Evidence & Report** | |
| **Report Contact Name/Title:**  (Report will be addressed to this person.) |  |
| **Report Contact Address:** |  |
| **Call with Verbal Results:** | No  Yes, Phone Number: |
| **Email Report:** | No  Yes, Email Address: |
| **Address to Return Evidence:** | Same as submitting agency.  Other: |
| **Contact Name for Evidence Return:** | Same as submitting agency.  Other: |
| **Return Report with Evidence:** | No  Yes |
| **Further Instruction:** | |