

FACSIMILE TRANSMISSION COVER SHEET  
**COMMERCIAL MICROBIOLOGY LIMITED**

Kettock Lodge, Campus II  
Aberdeen Science and Technology Park  
Bridge of Don  
Aberdeen  
AB22 8GU  
Telephone 01224 706062  
Fax 01224 706012  
E-mail info@commercialmicrobiology.com



1627

TO:	FROM:
FAX No:	DATE:
FAO:	OUR REF: F
NUMBER OF PAGES INCLUDING THIS: 2	
<input type="checkbox"/> Urgent <input type="checkbox"/> Confidential <input type="checkbox"/> Reply ASAP <input type="checkbox"/> Routine	

Dear Client

**FAX TRANSMISSION OF RESULTS**

As you will be aware we are a UKAS Accredited Laboratory (allowing us to use the UKAS Accreditation mark on test reports carrying accredited test results). UKAS Regulations require us to obtain, from our clients, written permission regarding the faxing of results. From time to time you may wish us to fax you with information regarding the results of analysis carried out on your product. I have attached a pro-forma which I would be obliged if you could complete and return to us confirming that you agree to results being faxed to you should you request this and listing the number/s which we are authorised to send faxes containing results to.

Yours faithfully

Fiona Rooney  
Quality Manager



**AUTHORISATION FOR TEST CERTIFICATES TO BE ISSUED BY FAX**

**OUR REF: F**

**CLIENT COMPANY NAME :**

**CLIENT ADDRESS :**

<b>CONTACT NAME/S:</b>	<b>FAX NUMBER/S:</b>
Others:-	

WE HEREBY REQUEST AND AUTHORISE THAT WHEN APPLICABLE TEST CERTIFICATES ARE FAXED TO THE ABOVE FAX NUMBER/S AS DETAILED.

**SIGN :**

**DATE :**

**PRINT:**

**POSITION :**