



**West Virginia Department of Agriculture**  
 Regulatory and Environmental Affairs Division  
 Shipping address: 313 Gus R. Douglass Lane, Charleston, WV 25312  
 304-558-2227

**FOOD SAMPLE SUBMISSION  
 REQUEST FORM**

CLIENT INFORMATION

BILLING INFORMATION

Company:	
Contact:	
Address:	
Phone number:	
Email:	
Collection Date:	

PO#:		Phone number:
Contact:		Email:
Bill to:		

Sample Collection Information		
Product Sampled:	Lot Code:	Sample Lot Size:
Establishment Type:	Packaging Date/Sell by Date/ Packaging Date:	Number of Containers Collected:
Method of Collection:	<input type="checkbox"/> Opened <input type="checkbox"/> Unopened	Sample Number:
Sample Type:	Description of Product:	Sampling Technique:
<b>Sample Location:</b>	Analysis Requested:	
<b>Laboratory Use Only</b>		
Receipt Date:	Start Date:	
Receipt Condition:	End Date:	
Result:		
Analyst's Signature:		