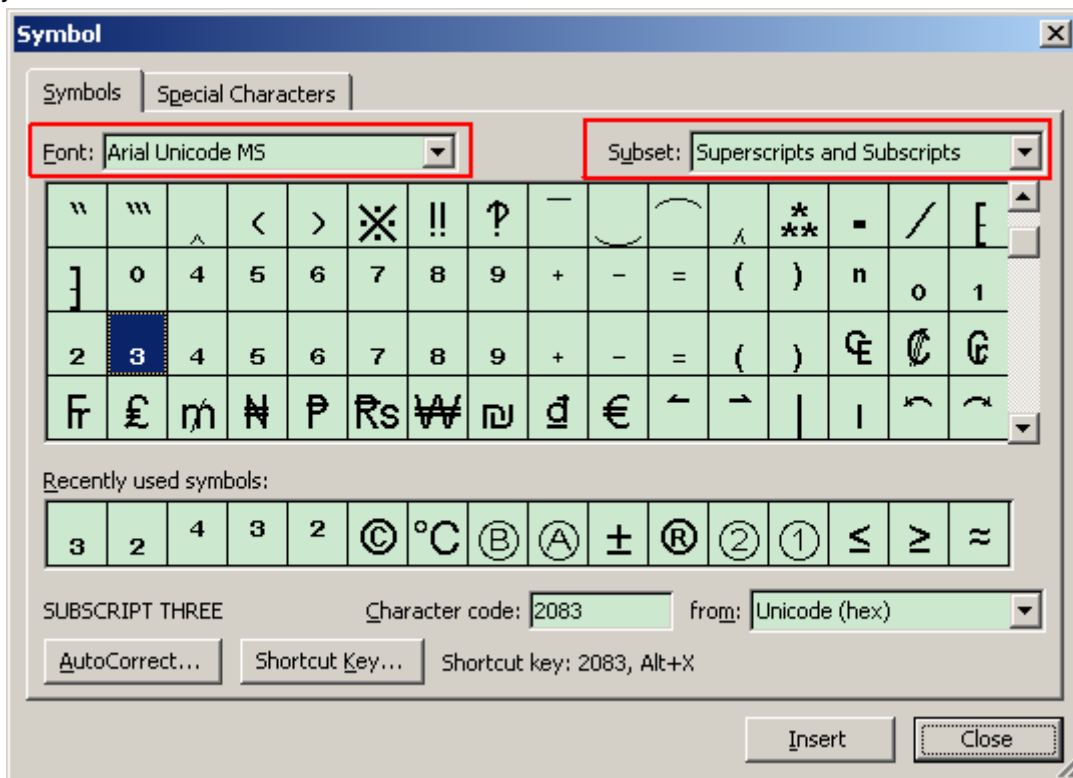


Information Input Notice

- When key in the report No., please **omit the “/” and blank**. Otherwise, you can't find the report.
- About the sample name, you should **only key in ten characters** from the beginning and keep the sample name accordance with the hardcopy. **Interpunction is deemed to character**.
 - If the sample name is in **traditional Chinese**, you must input in traditional Chinese too.
 - When you key in punctuations, please pay attention **to match SBC/DBC case**, Chinese symbol and English symbol.
 - If the **sample name contains superscript /subscript characters**, you should use the “Insert Symbol” function in Word. Please refer to the picture as follows and choose the right Font and subject.



- Some special characters should be edited by MS Word first, then copy into the blank. e.g.: ①, ∅ and so on

For Example:

	Report's hardcopy	Key in
Report number	SHxxxxxxx/CHEM	SHxxxxxxxCHEM
Report date	Date: May.3, 2006	2006/05/03
Sample Name	The following samples were submitted and identified by/on behalf of the client as: AY-T15397 珍珠粉红	AY-T15397 珍
	Report on the submitted sample said to be 尼龍棒	尼龍棒