



545 Old Elbert Rd  
 Royston, GA 30662  
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**Document Request**

*Please return the completed form with the requested documentation*

<b>Client Company:</b>
<b>Product:</b>
<b>Product Type:</b>
<b>Department:</b>

<b>Required Information For Initial Quote</b>	<b>Provided by Client (Yes-No-N/A)</b>	<b>Comments</b>
Annual sales forecast		
Packaging bill of materials		
Manufacturing bill of materials		
Finished product specifications		
MSDS for product & raw materials		
Raw material analytical test methods		
Finished product analytical test methods		

<b>Additional Required Information for Firm Quote</b>	<b>Provided by Client (Yes-No-N/A)</b>	<b>Comments</b>
Annual volumes across contract duration		
Packaging instructions		
Sample material for line trials		
Raw material specifications		
Packaging component specifications		
Bulk/In-process specifications		
Cleaning procedures		
Validation reports for analytical test methods		
Protocol for manufacturing process validation		
Protocol for cleaning validation		

<b>Question</b>	<b>Yes/No/TBD</b>	<b>Comments</b>
Any directed buy material from client?		
Analytical testing to be performed by PTI, client, or outside lab?		
Marketed stability testing required?		
Developmental stability testing required?		

**Customer Signature:**

**Date:**

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