

**Center for Quantitative Imaging (CQI)
Client Fact Sheet**

Date: _____

Client Name	
Address / or Rm# & building	
Phone	
Client E-mail	
Advisor name - or - Organization name (to be billed)	
RIMS billing account #	
PSU Advisor E-mail	
PSU Department Name	
Project name	
Material to be scanned	
Number of scans	
Project start date / End date	
Laboratory Report No. (Lab use)	
Notes:	

- * Please fill out above form. Save file with your name. (exp:TimStecko_CQI_Factsheet_082218.doc). Email attached client factsheet back to CQI at L-CQI-EESL@lists.psu.edu.
- * If you are internal Penn State but do not have a RIMS account please go to the following address: <http://www.rims.psu.edu/>
- * If you are an External user to Penn State, please contact Odette Mina at L-CQI-EESL@Lists.psu.edu for information on how to complete the Academic Research Services order form (ARSO).