

## Center for Quantitative Imaging (CQI) Sample Submission Request Form

Please complete this Client Submission Request Form. Save file with your name, (ex: TimStecko\_CQI\_Factsheet\_02-23-2021.doc). Email the completed form to CQI at [eeslcqilab@PennStateOffice365.onmicrosoft.com](mailto:eeslcqilab@PennStateOffice365.onmicrosoft.com)

**Penn State Customers:** If you are an internal Penn State user but do not have a LEO account, please go to the following address to register: <http://leocores.psu.edu/>

**External Customers:** If your organization does not have a current Academic Research Services Order form/agreement in place, please contact Odette Mina at [eeslcqilab@PennStateOffice365.onmicrosoft.com](mailto:eeslcqilab@PennStateOffice365.onmicrosoft.com) for information on how to complete the Academic Research Services order form (ARSO).

**Submission Date:** \_\_\_\_\_

PENN STATE CUSTOMERS	
Penn State Affiliate	
Department Name	
Contact Name	
Advisor Name & Contact Information	
LEO Billing Account Information (if no LEO Account – see below)	
Special Instructions:	
EXTERNAL CUSTOMERS	
Organization Name	
Contact Name	
Contact Phone Number	
Contact E-mail	
Billing Information	
Special Instructions:	

REQUIRED SAMPLE INFORMATION – ALL CUSTOMERS	
Date samples will be available for drop off at CQI	
Date of data delivery deadline (Required turnaround time)	
Sample Type	
Number of Samples	
Material Composition of Samples	
Targeted Scan Resolution (scan region – whole part or region of interest?)	
Size of features of interest	
Dimensional Calibration needed for metrology measurement?	
Do samples need to be returned?	
<b>Notes:</b>  *Please give as many details as possible, send pictures and/or diagrams of samples along with this fact sheet	

**For CQI Use Only:**

CT Scan Parameters Used:	Other Notes:
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