

## STATEMENT OF WORK

DATE:

1. NAME:

Dr./ Mr./ Ms.

2. ORGANIZATION:

3. POSITION TITLE:

4. MAILING ADDRESS:

5. E-MAIL ADDRESS:

6. TELEPHONE:

7. FAX:

8: DATE REQUIRED:

9. STATEMENT/SCOPE OF WORK:

- a. Purpose of the request.
- b. Clearly state questions for which answers are sought.
- c. Describe the nature of and reason for the information needed or samples to be tested.

10. Who is the audience that will use the information provided and how technical should the response be?