

Universal Seed Company – Seed Testing Laboratory can only change customer supplied information after a written request from the original customer has been submitted. The request must come from the company or individual listed on the original certificate. We cannot change the variety from a sample submitted as “Variety not stated” or “VNS” to an established variety.

There is a \$15.00 charge for making changes to supplier information and a statement that the report has been revised per customer request and what changes were made will be added to the report. Correction of errors on the report of analysis are exempt from this charge.

Changes Requested			
Sample Number:			
Information as it appears on the report:		Requested Change:	
<i>Variety</i>		<i>Variety</i>	
<i>Lot Number</i>		<i>Lot Number</i>	
<i>Size of lot</i>		<i>Size of lot</i>	
<i>Batch</i>		<i>Batch</i>	
<i>Process</i>		<i>Process</i>	
<i>Sizing</i>		<i>Sizing</i>	
<i>Other</i>		<i>Other</i>	

Please include a signature and date below. Incomplete or unsigned requests may not be processed.

Name (print): _____

Company: _____

Contact email: _____

Signature: _____ Date: _____

Please email completed change requests to **qgillespie@universalseed.com** or **uscqa@universalseed.com** or return to the Seed Testing Lab at 3465 Independence Hwy, Independence OR, 97351.

Mailed requests may be sent care of:
 Universal Seed Co. – Seed Testing Laboratory
 1285 N. Main Street
 Independence, OR 97351

Thank you - We appreciate your business!