Proficiency Testing Order Change Form

Please Do NOT Send Form Unless You Have Changes. ONLY fill in the fields that changed.

(REQUIRED) AAB-MLE # – enter your Account / ID Number: □ □ □ □ □ □ □ □

(REQUIRED - fill in year & event) Make these change(s) for 20___
Choose Event(s) □ M1  □ M2  □ M3  □ Entire year

(REQUIRED)
Signature: __________________________

Print Name: __________________________

Date: ________________________________

Fax this form to: 1-202-835-0440
or email it to: mle@aab-mle.org

NEW Shipping Address — Address where the kits will be shipped (This address may NOT be a PO Box)
Contact/Facility Name:

Address:________________________________________

Phone: __________________ Fax: __________________

Email:________________________________________

NEW Billing Address — Address where the invoice will be sent
Contact/Facility Name:

Address:________________________________________

Phone: __________________ Fax: __________________

Email:________________________________________

NEW Laboratory Director: _________________________

NEW CLIA Number: □ □ □ □ □ □ □ □ □

Order Changes — List any program module #s that you wish to add to — or delete from — your order.
List ONLY complete program module additions or deletions. Do NOT list analytes. Order changes must be received at least four weeks before the corresponding ship date to avoid extra charges and fees.

Program Module # Additions: __________________________________________

Program Module # Deletions: __________________________________________

☐ Please send me an updated Order Verification

Please report any individual analytes your laboratory is no longer testing by faxing or emailing the Test Menu Deletion Form. It is not necessary to send both this form and the test menu deletion form; we will adjust your test menu based upon your order changes. In most cases, deleting an analyte from your test menu will not affect your program module order.

Questions? Call AAB-MLE Customer Service at 1-800-234-5315, or email: mle@aab-mle.org