



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: _____

Regulatory Agencies ADD DELETE

Agency: _____
ID # Assigned By Agency: _____

Additional Copies ADD DELETE

Name: _____
Address: _____

Ph: _____ Fax: _____

Email: _____

The person named above is a consultant

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: **D**

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