



Transmission of certificates of analyses by e-mail or fax

1. We'd like LAZBW Wangen to send us certificates of analyses in advance by e-mail or fax.
2. The documents are transmitted in pdf format.
3. We know the risks in electronic transmission of data.
4. If we are not the intended recipient of a message we immediately inform LAZBW. We will treat the message strictly confidential, send it back to LAZBW and delete it including any attachments. We accept our obligation to confidentiality in such cases.
5. Data are only sent to persons listed below.
6. If we want any changes concerning recipients we will inform LAZBW in written form.
7. There will be done a test sending for every recipient listed below. We inform LAZBW as soon as possible if it works.

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Date

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Signature and stamp

Data may be only sent to these persons:

FAX

Pos	Number	Recipient and phone number	Remarks

E-MAIL

Pos	e-Mail	Recipient and phone number	Remarks