



## DirectAMS Policies

### Submission Information

A Submission Form (pages 2 & 3) must accompany all sample submissions. Information on the Submission Form is necessary to (1) verify all service requests, (2) assign DAMS identification numbers, and (3) provide an estimated cost quote and estimated deadline for results delivery. After DirectAMS receives a sample submission and completed Submission Form, the email of sample receipt becomes the official service contract between DirectAMS and the Submitter. Sample processing and measurement will not commence without a DirectAMS Sample Submission Form.

Please refer to [www.DirectAMS.com](http://www.DirectAMS.com) for specific submission guidelines. DirectAMS does not offer discounts, but please notify us in advance if sending more than 30 samples.

### “No Date, No Charge” Policy

If data cannot be provided, no charge will be assessed.

'No Date, No Charge' policy does not apply to keratin materials, parchment/canvas, CO<sub>2</sub>, graphite, or bone submissions. 'No Date, No Charge' policy does not apply to samples under the minimum recommended submission size. Samples must be clean and dry to satisfy the minimum size requirements. Bone and underweight samples that fail in pretreatment are assessed a partial fee for labor and consumables. Full service fees are assessed for these materials that fail analysis.

Material Type	Minimum	Preferred
Pretreated Charcoal	5 mg	15 mg
Charcoal	10 mg	20 mg
Pretreated Wood, Plant Matter, Organics	10 mg	20 mg
Wood, Plant Matter, Organics	20mg ABA; 40mg cellulose	40 mg
Pretreated Shell, Carbonate	12 mg	20 mg
Shell, carbonate	20 mg	40 mg
Sediment, Soil	2 g	20-50g depending on organic content
Bone	<i>Please contact us to discuss your bone samples and service options.</i>	

### Macrobotanical Identification

Samples submitted for Macrobotanical Identification are sent to *Paleoscapes Archaeobotanical Research Team* ([paleoscapeteam.com](http://paleoscapeteam.com)) for analysis. Shipping and handling charges are estimated and added to the quoted cost. Samples submitted for identification are eligible for Standard Service only. Identification analysis is included with radiocarbon dating data on the sample report.

### Sample Returns

Original submitted material may be returned following completion of analysis. All return shipping prices are estimated at the time of submission receipt and are added to the final invoice. Domestic shipments under 2lbs have a minimum \$10.00 fee. Additional fees may apply. Please contact us for details regarding international returns.

### Data Reporting

Standard Service turnaround is estimated between 4-6 weeks. Express Service turnaround is guaranteed 15-business-days (bone) or 10-business-days (all other services) from the date of Submitter approval. The Submitter will be notified of any delay in reporting. Results are provided via emailed pdf, and presented in units of percent modern carbon (pMC) and the uncalibrated radiocarbon age before present (BP). DirectAMS does not provide  $\delta^{13}C$  values, marine corrections, or calibrations. Please contact us for guidance on using online calibration programs.

### Invoicing & Payment

Invoices are issued via email following results delivery, with NET 30 payment terms, unless otherwise specified. Payment options include check, direct deposit, wire, or credit card via PayPal (PayPal link specific to your invoice sent via email). Submitters not representing a business or institution are asked to pay at the time of submission.



## DirectAMS Sample Submission Form

For Office Use Only	
Submitter ID	
Sample IDs	
Received By/Date	
Approved/Due <input type="checkbox"/>	
Express <input type="checkbox"/>	Return <input type="checkbox"/>

### Submitter Information

Name:	Date:
Institution:	
Address:	
Phone:	Email:

### Invoicing Information *(if different than Submitter):*

Name:	PO or Project #:
Institution:	
Address:	
Phone:	Email:

### Requested Services & Fee Estimate *Prices valid from April 1<sup>st</sup>, 2016*

Type	Standard Service	Quantity	Express Service	Quantity	Subtotal
Graphite	\$99		\$124		
CO <sub>2</sub>	\$149		\$186		
Pretreated shell	\$189		\$236		
Pretreated charcoal/wood/organic	\$199		\$249		
Shell/carbonate	\$219		\$274		
Charcoal/wood/organic	\$299		\$374		
Cellulose Extraction	\$329		\$411		
Keratin materials	\$349		\$436		
Parchment	\$349		\$436		
Bone (Calcined, Charred, or Collagen)	\$349		\$436		
Bone (Amino Acid Extraction)	\$499		<b>Coming Soon!</b>		
Sediment					
<i>Fraction</i>	Bulk Carbon	\$249	\$311		
	Humin	\$329	\$412		
	Humate	\$329	\$412		
	Humin <i>and</i> Humate	\$558	\$698		
Macrobotanical Identification	\$35		NA	NA	
<b>Total</b>					_____

Would you like your samples returned following analysis? Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Data Report or Invoice Requests:  <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
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**Sample List** *Please use additional sheets as necessary.*

N	Sample ID	Material	Site, Location	Feature, Stratigraphy Description	Depth (cm)	Expected Age
1						
2						
3						
4						
5						
6						
7						
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12						
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30						

Additional Comments (*e.g. suspected contaminants, collection parameters, pretreatment methods*):

Sample List page \_\_\_\_ of \_\_\_\_

N	Sample ID	Material	Site, Location	Feature, Stratigraphy Description	Depth (cm)	Expected Age