**STONEMAN APPOINTMENT INSTRUCTIONS**

**STUDENTS**

Dear Valued Client,

As part of student professionalism, we’d like to remind students that in the same way we make doctor/dental/corporate appointments outside UP, the same courtesy applies when you need to use the services offered at Stoneman.

Please send an email with the following details in the body of your email using the subject line “Stoneman\_Appointment”:

1. Name
2. Surname
3. Department
4. Supervisor Name and Surname
5. Supervisor Cost Centre from which samples will be paid - by order of our HoD at Geology.
6. Sample type (soil, slag, cement, clay, rock, etc.)
7. Sample size (chunk, aggregate, powder >75 microns, powder<75 microns)
8. Sample state (wet/dry)
9. Number of samples to submit
10. At least two dates and times you want to prepare your samples yourself.

For the fastest results, please complete the sample submission form on the website and attach it to your email.

With this information, your user experience will be fast-tracked to ensure your report reaches you as soon as possible.

Time management is part of your student learning; please note while we do our best to assist and report to you as fast and accurately as possible, turn around times can vary from a few days to weeks at a time. Your booking falls into an existing workflow, and believe us when we say everyone’s samples are urgent.

Regards

**STONEMAN STAFF**