



### MIL User Information Form for External Users

Please fill out the form below and once completed submit to [kathleen.martin@utoronto.ca](mailto:kathleen.martin@utoronto.ca)

USERNAME or COMPANY NAME	
First Name _____	Surname _____
Company _____	
Address _____	
_____	
Phone _____	
Email _____	
*Signature _____	

OTHER USER NAME	
First Name _____	Surname _____
Phone _____	
Email _____	
*Signature _____	

INVOICE INFORMATION (if invoice address is not same as above).	
Attention _____	
Address _____	
_____	

**\*Please be advised that the following policies are in place for ALL microscopes.**  
Users can cancel time slots up to 1 hour before scheduled usage. There will be an administrative charge of the instrument rate per hour booked if your slot is not used and not cancelled within 1 hour.

**For Office Use Only**

Date received \_\_\_\_\_ BML \_\_\_\_\_ Signature \_\_\_\_\_

GL \_\_\_\_\_ Tax Code \_\_\_\_\_