

**Please Do NOT Send Form Unless You Have Changes. ONLY fill in the fields that changed.**

(REQUIRED) **MLE ID** – enter your six-digit MLE 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 <input type="checkbox"/> ADD <input type="checkbox"/> DELETE
Agency: _____
ID # Assigned By Agency: _____
<b>Additional Copies</b> <input type="checkbox"/> ADD <input type="checkbox"/> DELETE
Name: _____
Address: _____
_____
Ph: _____ Fax: _____
E-Mail: _____
<input type="checkbox"/> The person named above is a consultant

**Fax this form to 202-835-0440 or scan and email it to: mle@acponline.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: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**NEW Billing Address** – Address where the invoice will be sent  
 Contact/Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**NEW Laboratory Director:** \_\_\_\_\_

**NEW CLIA Number:**   **D**

Enroll the lab in “Automatic Renewal”

**Module Changes** – Please list any modules that you wish to add to – or delete from – your order. List **ONLY** complete module additions or deletions. Do **NOT** list analytes. Any additions or deletions must be made at least four weeks before the corresponding ship date for that module.

**Module Additions:** \_\_\_\_\_ **Module Deletions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please send me an updated Order Verification.

Please report any individual analytes your laboratory is no longer testing by attaching a note to the **Test Result Form** pages when sending in results OR by faxing a **Test Menu Deletion Form**. It is not necessary to send this form and a test menu deletion form; your test menu will be adjusted based upon your order deletions. In most cases, deleting an analyte from your test menu will not affect module orders. Questions? Call MLE Customer Service at **1-800-338-2746, option 5, or e-mail: mle@acponline.org**