

This document is to inform Hill Labs' clients of the correct procedure when sending samples from outside of New Zealand. It will assist New Zealand Customs and MPI Quarantine Officers to clear the consignment and allow prompt delivery to Hill Labs.

Before you dispatch your consignment

Email natalia.leadua@hill-labs.co.nz the following information

1. **Sample Description and Numbers**
2. **Date of Dispatch**
3. **Airway Bill Number or Consignment Number**
4. **Commercial Invoice (even if ZERO value, the commercial invoice should have a nominal value e.g \$1.00 and the wording "For Customs Purpose Only") – If Applicable**

Include the following with your consignment

1. **The samples that require analysis.** Ensure the samples are securely packaged and the item is clearly addressed
2. **A detailed description of the samples.** [Hill Labs Test Request form]
3. **A copy of Hill Labs' current Import Permit** (applicable to the sample matrix you are sending)
4. **A Customs Declaration Notice.** (This can be obtained from the courier provider)
5. **MPIPS label** – Attaching this to the outside of the package will enable prioritised biosecurity clearance

Items 2,3, 4 should be enclosed in a self –adhesive clear document sleeve attached to the OUTSIDE of the Parcel

Samples will be delivered to Hill Labs by the original provider once clearance has been obtained.

Note: Samples will be reviewed against permit documentation, therefore the correct permit must be displayed to ensure no delays with sample analysis.

Hill Labs Christchurch Facility Details

1/17 Print Place
Middleton
Christchurch 8024

Facility Operator: Natalia Leadua

Phone Number: +64 377 7176
Email: natalia.leadua@hill-labs.co.nz

For further information, visit: [Hill Labs Christchurch Imports](#)