

## Sample Dispatch

Samples sent to Hill Labs **MUST** be accompanied by complete documentation recording the name and address of the client who is to be invoiced, a schedule of sample names and details of the analysis required.

## Packaging, Dispatch & Notification

Packaging should be strong and robust and able to withstand handling in transit. Samples should be packaged to prevent them moving around inside the main package.

Samples should be preferably sent by **airmail**.

It is recommended that you advise us of dispatch by email: [natalia.leadua@hill-labs.co.nz](mailto:natalia.leadua@hill-labs.co.nz)

This enables early discovery of any packages delayed in transit. Include any information you have such as airway bill numbers, date of posting etc.

- Pack relevant **Permit** in an envelope on the **OUTSIDE** of the parcel
- Attach a **Customs Declaration** to the outside of parcel giving details of the type of product and that it is "for laboratory analysis"
- Attach the **MPIPS label** to the outside of the package. This enables a **prioritised Biosecurity clearance**
- Ensure any Viable Samples are double bagged and then enclosed in a sealed plastic bag for MPI to inspect without opening.

### All Packages must be addressed to:

**Hill Labs Ltd:**  
1/17 Print Place  
Middleton  
Christchurch 8024  
NEW ZEALAND

**Copy of the correct permit MUST come with samples. Permits can be found at**  
[www.hill-labs.co.nz](http://www.hill-labs.co.nz) > Import Permits

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