**SAMPLE SUBMISSION FORM**

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| **Company Name** |  | | | | | | | | **Report To** | | | | |  | | | | | | | | | | | | | |
| **Contract No.** |  | | | | | | | | **Email** | | | | |  | | | | | | | | | | | | | |
| **Postal Address** |  | | | | | | | | **Extra Copies To** | | | | |  | | | | | | | | | | | | | |
| **Contact Person for Sample Submission Issues** | | | |  | | | | | | | | | **Phone** | | | |  | | | | | **Email** | | |  | | |
| **Purchase Order** |  | | | | | | | | | | | | | | | **Result Due By** | | | | **(If urgent please contact the Laboratory)** | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Job Type** | | | | | | | **Routine** | | | | **Non Routine** | | | | | | | **Retest** | | | **Trial** | | | **Storage Trial** | | | |
| **Customer Submission Reference** | |  | | | | | | | | | | | | | | | | **Product Description** | | | | | |  | | | |
| **Date Submitted** |  | | | | **Sampled By** | | | |  | | | | | | | | | **Testing Date (Storage Trials)** | | | | | |  | | | |
| **Date Sampled** |  | **Time Sampled** | | | |  | | | | | **Sample Storage Instructions** | | | | | | | | **Ambient 18-25ºC  Chill 2-8ºC  Frozen -15 to -25ºC** | | | | | | | | |
| **General Comments** | | | | | | | | | | | | **Report Comments** (NB: These will be added to our Certificate of Analysis) | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sample Details (Please send a separate sample for microbiological, chemical and pathogen testing)** **NOTE: Please attach a safety data sheet/Product specification sheet where applicable** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Sample Number (AQ use)** | | | **1** | | | | | **2** | | **3** | | | | | **4** | | | | **5** | | | | **6** | | | **7** | **8** |
| **Product Type** | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | |  |  |
| **Specification Code** | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | |  |  |
| **Customer Sample Name** | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | |  |  |
| **Batch/Lot Number** | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | |  |  |
| **Manufacturing Date** | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | |  |  |
| **Best Before or Use by/Expiry Date (Circle)** | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | |  |  |
| **Individual or Composite Testing** | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | |  |  |
| **No. of Sample Units** | | |  | | | | |  | |  | | | | |  | | | |  | | | |  | | |  |  |
| **Tests** | | | **Analytical Requirements**  **(Tick (√) or cross (x) the test required for each sample, leave blank if not required)** | | | | | | | | | | | | | | | | | | | | | | | | |
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*To avoid charges for manual submissions, please register and submit your samples via our online testing management portal:****LabConnect.co.nz***

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