

# Forensics Submission Form

AQ Project Reference

(AQ Use Only)

## Customer Details

Company Name:\*

Contact Person:\*

Email:\*

Contact Phone No.:\*

Address:\*

Submission Ref.:

Purchase Order No.:

Contract/Quote No.:

## Reporting Details

Report Results To:\*

Extra Copies To:

**NOTE: All samples, including references, stated on this sample submission form will be reported together in a single final report. If you would like separate reports for different samples, please complete multiple sample submission forms.**

**NOTE: Each separate report will incur a report fee.**

## Sample Details

Date/Time Dispatched:

Condition sample(s) dispatched in:  Ambient  Chilled  Frozen

**Quarantine\*<sup>1</sup>** (please include a copy of the MPI Import Permit/Transfer Form)

**NOTE: Please state the risk item the sample has been found in\***

Return sample(s) after analysis (Courier fees apply)

**NOTE: Samples will be discarded/returned 8 weeks after reporting unless otherwise instructed.**

Are samples hazardous?\*  Yes  No

## AsureQuality Limited

Wellington Laboratory  
 1C Quadrant Drive, Waiwhetu  
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 New Zealand  
**Tel:** +64 4 570 8181  
**Email:** Forensics@asurequality.com

## Urgency Details\*

Normal Service (5 working days)

Urgent Service (2-3 working days)

**NOTE: For urgent testing, a 100% surcharge fee applies. Please contact AQ prior to submitting samples to confirm availability.**

**NOTE: Some samples may require additional non-routine testing where service times may exceed 5 working days**

**IMPORTANT: PLEASE AVOID USING ADHESIVE TAPE ON SAMPLES**

Customer Sample Name* <i>(unique sample identifier)</i>	Customer Sample Description <i>(additional sample information, risk item sample found in)</i>	Contamination Circumstances and Purpose of Examination* <i>(please provide details of the contamination)</i>	AQ Ref. Only

\*Required information

<sup>1</sup>Quarantine (risk) samples must be submitted in a secondary container/packaging (double bagged) to prevent spillage or contamination to the external environment. **NOTE: The courier bag/box is not accepted as secondary packaging.**

Receipt Details

(AQ Use Only)