



Procedure for Sending Samples Air Mail, Air Cargo or with a Courier Provider

Refer to our Website for more detailed information:

www.hill-labs.co.nz (Publications, Import Permits & Overseas Samples)

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

To assist with tracking overseas consignments, it will help Hill Laboratories staff if the following important information is emailed to Jill.Rumney@hill-labs.co.nz at time of dispatch:

- **Sample Description and Numbers**
- **Date of Dispatch**
- **Airway Bill Number or Consignment Number**

Please include the following with your consignment:

1. **The samples that require chemical analysis**
2. **A Customs Declaration Notice. (This can be obtained from the courier provider or from Hill Laboratories)**
3. **A detailed description of the samples**
4. **A current copy of Hill Laboratories' Sample Import Permit (Recommend printing in colour)**
5. **A copy of this document**

Items **2, 3, 4 & 5** should be enclosed in a self-adhesive clear document sleeve attached to the **OUTSIDE** of the Parcel. Note: our Sample Import Permit is designed to be folded, so that the reverse side with address details is visible through the document sleeve.

Hill Laboratories Details:

Hill Laboratories
1 Clyde Street
Hamilton East
Hamilton 3216
New Zealand

Facility Operator: Jill Rumney
Phone Number: +64 7 858 2820
Email: Jill.Rumney@hill-labs.co.nz

Fax Number: +64 7 858 2805

Hill Laboratories NZ Courier Account Number: **187 0562**
MAF Account Number: **16320.00**
Importer Code or Customs Client Number: **343976D**