

R J Hill Laboratories Limited  
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**Client**

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Client Reference \_\_\_\_\_

Additional Client Ref \_\_\_\_\_

Quote No \_\_\_\_\_ Order No \_\_\_\_\_

Date Sampled \_\_\_\_\_

**Charge To**     Client         Submitter (Company)  
                   Other

**Primary Contact**

Submitter (if different) \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Results To**        Reports will be emailed to Primary Contact by default.  
                                 Additional Reports will be sent as specified below.

Email Primary Contact     Email Client  
 Email Submitter         Email Other  
 Other \_\_\_\_\_

**COMPOST/MEDIA SAMPLE DETAILS**

Please indicate your requested tests with a ✓

**Compost Sample Types – Select from these options:**  
Bark, Sawdust, Plant Litter, Food Scraps, Vermicast (Solid), General

**Media Sample Types – Select from these options:**  
Cymbidium, General, General (Seedling), General (Slow Ornamental),  
General (Fast Ornamental), Vegetable, Stabilized Bark, Crushed Media,  
Coir (Coconut Fibre), Peat

Sample Identification	Sample Type (Refer to lists above)	Basic Compost	Complete Compost	Heavy Metals	Standard Compost	Loss on Ignition	C/N Ratio	Water Extractable A	Water Extractable B	Basic Media	Trace Elements	Other	Lab#
		BC	CC	HC	StdComp	LOI	CN	WEA	WEB	BM	TE		

Basic Compost Profile (Compost only)	<b>Dry Matter, Carbon:Nitrogen Ratio, Total Nitrogen, Total Carbon, Organic Matter, Total Phosphorus, Total Potassium, Total Sulphur, Total Calcium, Total Magnesium, Total Sodium, Total Iron, Total Manganese, Total Zinc, Total Copper, Total Boron</b>
Complete Compost Profile (Compost only)	<b>Basic Compost Profile + Total Cadmium, Total Chromium, Total Arsenic, Total Lead, Total Nickel, Total Mercury</b>
Heavy Metals Profile (Compost and Media)	<b>Total Zinc, Total Copper, Total Cadmium, Total Chromium, Total Arsenic, Total Lead, Total Nickel, Total Mercury</b>
Standard Compost Profile (Compost Only)	<b>Basic Compost Profile + WEB</b>
Water Extractable A (Compost only)	<b>pH, Electrical Conductivity</b>
Water Extractable B (Compost only)	<b>WEA Profile + Nitrate-N, Ammonium-N, Phosphorus, Sulphur, Potassium, Calcium, Magnesium, Sodium</b>
Basic Media Profile (Compost and Media)	<b>pH, Electrical Conductivity, Nitrate-N, Ammonium-N, Phosphorus, Sulphur, Potassium, Calcium, Magnesium, Sodium</b>
Trace Elements (Media only)	<b>Iron, Manganese, Zinc, Copper, Boron</b>

**ADDITIONAL INSTRUCTIONS**

NB. Please advise laboratory if hazardous substances possibly present in samples.

Total Number of Samples Sent    **NOTE:** If more than one courier bag being sent for one farm, please indicate eg. 1 of 2, 2 of 2 etc on outside of courier bag so that all samples are reported in one job.

\_\_\_\_\_

Please supply more of: (specify quantities required)

Qty:  Request Forms KB 13808     Plant/Feed Bags (indiv)  
 Qty:  Compost DIY sampling kits     Soil Bags (indiv)  
 Qty:  Courier Bags:  
        NZ Courier     Courier Post  
 Qty:  Other \_\_\_\_\_

**PLEASE SIGN** (refer to terms of trade overleaf)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## SAMPLING INSTRUCTIONS

Interpretation of test data depends on the sample being taken (sampled) in the recommended manner. These notes will help to ensure that this is done. More detailed guides for specific crops are available on our website under **Crop Guides**. Please advise laboratory if hazardous substances possibly present in/on samples

### Compost:

Compost is processed from a mixture of biomass and/or other components, and is not totally uniform in composition. We suggest that you collect several small "grab samples" from your bulk compost and combine these to give a composite sample of approximately **1 kilogram**, and store in a stout, sealed plastic bag or container. Bags will be provided by us, on request.

### Media:

1. Take at least 15 to 20 sub-samples from sites representative of the area concerned.
2. Approximately **1 litre** of mix should be submitted for analysis.
3. Avoid contamination of samples by using clean sampling equipment, and new plastic bags.
4. Send samples to the laboratory as soon after collection as possible. Do not allow mixes to incubate in moist conditions for long periods prior to delivery to the laboratory.
5. Where intensive cropping is involved, it may be advisable to monitor nutrient levels by sending samples for analysis every 3 to 6 weeks.
6. If a nutritional problem is suspected, plant tissue samples should be taken in conjunction with mix samples.  
If diagnosing a specific problem, select the sample from the pots showing the most prominent symptoms.

## TERMS OF TRADE

The following terms and conditions apply for work done by R J Hill Laboratories Limited (henceforth referred to as "Hills"), unless otherwise arranged by the management.

### Invoices

- An invoice detailing the charges for work undertaken will be forwarded by Hills with the results
- A monthly statement issued detailing all transactions up to month end, showing any amount due for payment
- Hills reserve the right to charge the customer for any bank charges associated with processing their payment (e.g. foreign exchange charges, dishonoured cheques, etc)

### Payments

- Payment to be made in NZ \$ for the amount invoiced
- Payment to Hills is due within 7 days of date of invoice for casual customers
- Full payment to Hills is due by the 20th of the month following date of invoice for customers with approved credit
- Hills may take immediate action to recover overdue debt in the event of the following occurring:
  - (a) The customer is in default under any agreement with Hills
  - (b) The customer commits an act of insolvency or bankruptcy

### New Customers

- Hills reserves the right to require payment in advance for any work to be done and/or require the customer to fill in a credit application form prior to information being released

### Requests to invoice another customer/entity

Hills will:

- Not release results until both customer and third party have signed an approval form for re-invoicing to occur
- Charge a \$25 plus GST re-invoicing fee to the customer

### Overdue Accounts

If an account is overdue, Hills reserves the right to:

- Withhold results until payment is received
- Charge interest on overdue accounts at the rate of 1.5% per month from the due date until payment
- Recover from the customer any debt collection charges including commission from Debt Collection Agencies

### Poor Account History

Hills reserves the right to:

- Require payment prior to release of results
- Refuse to undertake any further work without pre-payment
- Withdraw any special discounts or arrangements

### Data Release Policy

- The party who has paid Hills for the analysis has the primary right to a copy of the results of that analysis. Hills will retain a copy of all analytical results on its database and reserves the right to use those results for the development and continuous improvement of its own business. For further detail on Hills policy on the release of data, refer to our Data Release Policy document KB 28309.

### Delivery

- If Hills is unable to deliver the results or perform a service because of any cause beyond its control (including any force majeure event), it may suspend delivery or cancel the customer's order without incurring any liability for loss or damage suffered by the customer
- Delivery of results shall be deemed to be made to the customer when the results are first dispatched from Hills in Hamilton, or collected by the customer or the customer's agent. All carriers, including couriers, are deemed to be agents of the customer

### Warranties and Conditions

- If Hills shall be under any liability whatsoever to the customer then, whether such liability be in contract, tort (including negligence and personal injury), or otherwise and notwithstanding any relief or remedy to which the customer may be entitled to under the Contractual Remedies Act 1979 or at law or in equity, such liability shall be limited to the price at which the goods or services are supplied to the customer
- Under no circumstances will Hills be liable for any financial or economic loss or consequential loss of any kind whatsoever

### Privacy

- The customer agrees that Hills may obtain information about the customer from any person (including any Collection Agency), for any purpose being in the course of Hills business, including credit assessment and debt collecting and the customer consents to any person providing Hills with such information
- The customer agrees that Hills may use for lawful purposes any information it has about the customer relating to the customer's creditworthiness for lawful purposes

### Jurisdiction

- In the event of a dispute arising between Hills and the customer, such dispute shall be governed by New Zealand Law and the place of any hearing shall be Hamilton, New Zealand