

# ANALYSIS REQUEST

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 \_\_\_\_\_

# SUBMISSION FORM: HYDROPONIC SAMPLES

## NUTRIENT FILM TECHNIQUE SAMPLE DETAILS

Recommended Profiles are outlined below, and on the reverse of this sheet.

Please indicate your requested tests with a ✓

Sample Identification	Sample Type*	Recommended Profiles					Other	Lab#
		BN	BN	NH4	SiO2	MO		

\*Hydroponic Sample Types: Solutions (Diluted solutions used to irrigate via drip system, NFT, Ebb and Flow, or aeroponic systems)  
Pumice, Sawdust, or Rockwool (Solid media from soil-less systems)  
Stock Solutions (Samples are diluted and reported based on a 100x (1:100) dilution)

Recommended NFT Profiles: (see Crop Guides)

Basic NFT Profile (pH, Conductivity Factor, Nitrate-N, Phosphorus, Potassium, Sulphur, Calcium, Magnesium, Sodium, Chloride, Iron, Manganese, Zinc, Copper, Boron)

## PLANT SAMPLE DETAILS

Recommended Profiles are outlined below, and on the reverse of this sheet.

Please indicate your requested tests with a ✓

Sample Identification	Crop Grown / Variety	Plant Part / Crop Growth Stage	Rec. Profile	Recommended Profiles					Other	Lab#
				Basic Plant	Molybdenum	Chloride	Nitrate-N			

Recommended Plant Profiles: (see Crop Guides)

Basic Plant (Nitrogen, Phosphorus, Potassium, Sulphur, Calcium, Magnesium, Sodium, Iron, Manganese, Zinc, Copper, Boron),  
Fruit Crop (Basic Plant), Vegetable Crop (Basic Plant + Molybdenum)

## 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 38465  Plant Bags (indiv)

Qty:  250mL NTF Bottles (individual)  Soil Bags (indiv)

Qty:  Courier Bags:  NZ Courier  Courier Post  Feed Bags (indiv)

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 request. Please advise laboratory if hazardous substances possibly present in/on samples

### Solutions including Stock Solutions: for Nutrient Solution analysis

1. Rinse a clean container (250 ml capacity) at least twice with the solution to be submitted.
2. Fill the container to within 2 cm of the top, seal.
3. Clearly label samples with a permanent marker or ballpoint pen.
4. Carefully check you have filled in the request form. Results can be reported in mg/l or mmol/l.
5. Send sample with the Analysis Request form as soon after collection as possible.

Contact the laboratory or visit the Hill Laboratories web site for a copy of the Analysis Request form and other information and sampling materials as required.

### Pumice / Sawdust: for nutrient analysis

1. Fill a clean plastic bag with a representative sample of the media.
2. Clearly label samples with a permanent marker or ballpoint pen.
3. Carefully check you have filled in the request form.
4. Send sample with the Analysis Request form as soon after collection as possible.

Contact the laboratory or visit the Hill Laboratories web site for a copy of the Analysis Request form and other information and sampling materials as required.

### Plant: for diagnosis of nutrient imbalance

1. Collect the sample from plants that are representative of the crop.
2. Take approximately **100grams (25-30 leaves for larger plants)**.
3. Take care to avoid contamination of samples, particularly with fertilisers.
4. Identify the sample bags with permanent marker pen.
5. For diagnosis of nutritional disorders, sample plants showing signs of abnormality.
6. Carefully check that you have filled in the request form, then promptly despatch to the laboratory.

Contact the laboratory or visit the Hill Laboratories web site for a copy of the Analysis Request form and other information and sampling materials as required.

## RECOMMENDED TEST SELECTIONS

See Crop Guides on website  
[www.hill-laboratories.com](http://www.hill-laboratories.com)

Hill Laboratories offers a wide range of tests for soil and plant testing. To assist you with selecting the tests to suit your particular needs, we have supplied the guide below. This shows which tests are strongly recommended, recommended, or applicable for special investigations only.

### Recommendation Legend:

- ☒ Strongly recommended
- × Recommended
- ⊕ For special investigations

### Plants

Crop Grown	Basic Plant BP	Molybdenum MO	Chloride CL	Plant Nitrate NO3
Fruit Crop	☒		⊕	
Vegetable Crop	☒	×	⊕	⊕

### Basic Plant Profile:

Nitrogen, Phosphorus, Potassium, Sulphur,  
Calcium, Magnesium, Sodium, Iron, Manganese,  
Zinc, Copper, Boron

### Special Plant Tests:

MO – Molybdenum  
CL – Chloride  
NO3 – Nitrate-N

## 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