

## **Christchurch Procedure for Sending Samples via Air Mail or Air Cargo**

Refer to our Website for more detailed information: [www.hill-labs.co.nz](http://www.hill-labs.co.nz)

This document is to inform all Hill Laboratories' clients of the correct procedure when sending us samples from outside of New Zealand, via Air Mail or Air Cargo. It will assist New Zealand Customs and MPI 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 one of our relevant Key Personnel Contacts (listed below) at time of dispatch:

- **Sample Description and Number of samples**
- **Date of Despatch**
- **Airway Bill Number** (assigned to your consignment by Airport Staff)

When sending samples to us either by **Air Mail or Air Cargo** please include the following with your consignment:

- 1. Parcel must be addressed to Hill Laboratories (not MPI Quarantine)**
- 2. The samples**
- 3. A Senders Declaration Notice** (green label attached to OUTSIDE of package)
- 4. A detailed description of the samples**
- 5. A current copy of Hill Laboratories' Permit to Import** (Recommend printing in colour)
- 6. A copy of this document**

**NOTE:** Items **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 are visible through the document sleeve.

### Contact Details

Hill Laboratories' delivery address:

**Hill Laboratories**  
**101 Waterloo Road**  
**Christchurch**  
**NEW ZEALAND**

Facility Operator: Natalia Leatua  
Phone Number: +64 (3) 962 0650  
Fax Number: +64 (3) 377 7276

### Key Personnel Contact Details:

<b>Natalia Leatua</b>	<b>Facility Operator - Christchurch</b>	<a href="mailto:natalia.leatua@hill-labs.co.nz">natalia.leatua@hill-labs.co.nz</a>
<b>Shobna Ram</b>	<b>Facility Operator – Hamilton (if unable to contact Chch FO)</b>	<a href="mailto:mpi@hill-labs.co.nz">mpi@hill-labs.co.nz</a>

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