



Preparation and Submission of Overseas Samples to Hill Laboratories, Christchurch, NZ

The following notes have been prepared to assist in the preparation and dispatch of samples to New Zealand.

Sample Dispatch

Samples sent to Hill Laboratories **MUST** be accompanied by complete documentation recording the name and address of the client who is to be invoiced, a schedule of sample names and details of the analysis required.

Packaging, Dispatch & Notification:

Packaging must be strong and robust and able to withstand handling in transit. Samples should be packaged to prevent them moving around inside the main package.

Samples should be preferably sent by **COURIER**.

Samples sent by air-freight have an approx \$100 charge per consignment charged to Hill Laboratories. This charge is passed on to the client upon invoicing. Any additional sample handling, customs or biosecurity fees incurred will also be charged to the client.

It is recommended that you advise us by email that you have dispatched a consignment. This enables early discovery of any packages delayed in transit. Include any information you have such as a description of the samples and the number of samples, airway bill numbers, date of sending etc.

Address & Customs Clearance:

- Address samples to **Hill Laboratories**, NOT MPI Quarantine Services
- Attach relevant **Permit to Import** (copy attached) in an envelope on the **OUTSIDE** of the parcel and clearly label the envelope 'PERMIT TO IMPORT'. If you do not attach the copy of the permit to import your samples may not be released by MPI Quarantine in time for analysis to take place.
- Attach a **Customs Declaration** to the outside of parcel giving details of the type of product and that it is "for microbiological analysis". Ensure that you state the value of the consignment as "Nil".

All packages must be addressed to:

Hill Laboratories
101 Waterloo Road
Christchurch
NEW ZEALAND

MPI Permit to Import
See attached Permit
Copy MUST come with samples

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