



Preparation and Submission of Overseas Samples to Hill Laboratories, NZ

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 should 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 **airmail**. Samples sent from overseas will have a NZ\$150 fee added per consignment to cover New Zealand biosecurity requirements.

It is recommended that you advise us of dispatch by email: **natalia.leatua@hill-labs.co.nz**
This enables early discovery of any packages delayed in transit. Include any information you have such as airway bill numbers, date of posting etc.

Address & Customs Clearance:

- Address samples to **Hill Laboratories Ltd**
- Pack relevant **Permit** in an envelope on the **OUTSIDE** of the parcel
- Attach a **Customs Declaration** to the outside of parcel giving details of the type of product and that it is "for laboratory analysis"
- Attach the **MIPIPS label** to the outside of the package. This enables a **prioritised Biosecurity clearance**
- Ensure any Viable Samples are double bagged and then enclosed in a sealed plastic bag for MPI to inspect without opening.

All packages must be addressed to:

Hill Laboratories
101C Waterloo Road
Hornby 8042
NEW ZEALAND

Copy of the correct permit MUST come with samples. Permits can be found at www.hill-labs.co.nz > Import Permits