

## WANT TO SAVE MONEY?!

- Complete this form on your phone or PC
- Scan this QR code or visit [www.microbelabs.com.au/order-form-soil](http://www.microbelabs.com.au/order-form-soil)



# HELLO

## Who's submitting the samples?

\*Required answer

First name*	<input type="text"/>	Please sign*	<input type="text"/>
Last name*	<input type="text"/>		
Business name	<input type="text"/>		
Street address/PO Box*	<input type="text"/>		← Not required if you're an existing customer and these details have not changed
Town/City/Locality*	<input type="text"/>		
State*	<input type="text"/>		
Post Code*	<input type="text"/>		
Phone number*	<input type="text"/>		
Email address*	<input type="text"/>		←
Purchase order	<input type="text"/>	Promo Code	<input type="text"/>
Microbe Labs Agent	<input type="text"/>		
Consultant	<input type="text"/>		
Email address for reports*	<input type="text"/>		One per order

## Who's Paying?

Same as above? (✓)  If yes, you don't need to complete the below

First name*	<input type="text"/>	*Required answer
Last name*	<input type="text"/>	
Business name*	<input type="text"/>	
Street address/PO Box*	<input type="text"/>	
Town/City/Locality*	<input type="text"/>	
State*	<input type="text"/>	
Post Code*	<input type="text"/>	
Phone number*	<input type="text"/>	
Email address*	<input type="text"/>	

\*This person/business has agreed to pay for this order (✓)  An administration charge applies to 3rd party billing  
The signatory above is legally responsible for payment

Please refer to our Terms & Conditions of Sale available at [www.microbelabs.com.au](http://www.microbelabs.com.au) or on request

## Instructions:

- **Complete** Hello page
- **Complete** Sample summaries
- **Complete** Sample details (optional)
- **Email** PDF to [info@microbelabs.com.au](mailto:info@microbelabs.com.au) (optional)
- **Place** all completed pages with samples
- **Post** to: PO Box 230 MELROSE PARK DC SA 5039, **or**
- **Courier** to: 1/7 Adelaide Tce ST MARYS SA 5042

ML	I	C	<b>An admin fee applies to manual order forms - use the versions for mobile devices or computers to avoid this fee</b>
Prepay	Paid		
Received date			
Order no.			
Sample no's & test codes			



# SOIL ORDER FORM

Laboratory use  
Entered

**SAMPLE SUMMARIES** (copy & print more as you need)

Want to get paid for your info?! Give us more details on the next pages!

\*Required answer

Form no	Sample no.*	Client name		Sample name*	Sample postcode*	* Test code(s) (see Price List)			Date sampled*	Current crop*	Comments	Laboratory use
		First (blank if company)	Last OR Company*			1*	2	3				
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												



## SAMPLE DETAILS

(copy & print more as you need)

You don't have to fill everything out, BUT...

**We'll pay you \$1 for every optional answer!**<sup>†</sup> (shaded questions)

More info helps to interpret your report, so the more the better! But, wrong answers can lead to wrong interpretation, so *if in doubt, leave it out!* \*Required answer †credit to next order

Sample number (1, 2, 3...)*		
Sample name*		
Date emerged or planted		
Previous crop in rotation		
Previous crop in rotation 2		
Previous crop in rotation 3		
Growing system		
Irrigation type		
Mean Annual Rainfall (mm)		
Fertiliser 1		
Fertiliser 1 rate (kg/ha)		
Fertiliser 2		
Fertiliser 2 rate (kg/ha)		
Herbicide 1		
Herbicide 2		
Fungicide 1		
Fungicide 2		
Pesticide 1		
GPS coordinates (Decimal 1)		
GPS coordinates (Decimal 2)		

<p>Laboratory use</p> <p>Order no.</p> <p>Other</p>		
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Herbicide 1		
Herbicide 2		
Fungicide 1		
Fungicide 2		
Pesticide 1		
GPS coordinates (Decimal 1)		
GPS coordinates (Decimal 2)		

<p>Laboratory use</p> <p>Order no.</p> <p>Other</p>		
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Fungicide 2		
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GPS coordinates (Decimal 1)		
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## HOW TO COMPLETE THIS FORM

### Save money by completing this form on your mobile device or computer.

Scan the QR code on the front page or visit [www.microlabs.com.au/order-form-soil](http://www.microlabs.com.au/order-form-soil). Please note that an administration fee applies to handwritten forms due to the extra administrative work required.

### 1. Hello page

**Who's submitting the samples?** Complete the details for the person who is responsible for the samples and have them sign it. This person is legally responsible for the samples and payment, even if payment is to be made by a third party (see Who's paying?). If you're an existing customer and your contact details have not changed you don't need to complete them. If you are working with a Microbe Labs Agent add their name. Always complete the email address to which reports are to be sent.

**Who's paying?** If it's the same as the person submitting the samples just tick the box, nothing more to do on the Hello page. If someone else is paying (a third party) complete their details. You'll need to obtain permission from them to be invoiced for your order, and tick the box below to confirm that they have agreed. Please note that there is an administration fee for third party invoicing because of the extra administrative work it requires.

### 2. Sample summaries

This is where you record the basic information about your samples and what tests you would like performed. Record your **sample numbers** (1, 2, 3, etc.) in the Sample no. column. If your samples are for a particular **client**, record their first and last names. If your client is a business, just record this in the Last name column. You don't have to record any client. Record the names of your samples in the **Sample name** column, and the postcode from where they were taken in the **Sample postcode** column. Postcodes are required for quarantine management and must be recorded. Enter the **codes** for up to 3 tests or test packages that you would like performed on the sample. If you need more than three tests you can record the sample details again on another line and request more tests. However, if you want more than three tests on one sample please check the sampling instructions for the amount of sample material required as there may not be enough in one sample bag. If sending multiple bags for the same sample use a separate line for each bag and indicate this by adding 'Bag 1', 'Bag 2', etc. to the Sample name, and remember to also mark this clearly on the sample bag labels. Record the **Date sampled** and **Current crop** in their respective columns. If there are no plants actively growing record 'Bare Fallow', 'Covered Fallow' (if >25% soil covered by residues) 'Standing Residue' or 'Weed Fallow', as appropriate. Record any comments you think might be useful in the **Comments** column, for example, the next crop to be sown, species of microbe to target for the Microbe ID Wise test, soil conditions at sampling, etc.

### 3. Sample details

Record up to two per page in the same sequence as your Sample summaries.

This is the exciting bit as you not only get paid for every optional answer, but your answers assist greatly in interpreting your results and contribute to a better understanding of factors affecting soil microbial communities. **Try to be as accurate as possible, as the resulting interpretation is only as good as the information received.** Write the **Sample no.** and **Sample name** at the top. **Previous crop in rotation** means the main previous crop that was grown. Previous crop in rotation 2 means the crop that was grown before that, etc. If the crop was mixed, just record the main crop. If it was a mixed **pasture** record 'Mixed Pasture'. **Growing system** means conventional, organic, biodynamic, etc. **Irrigation type** means none (rainfed), overhead, sub-surface, drip, etc. For irrigated crops include the irrigated rainfall equivalent in **Mean Annual Rainfall**. For **Fertilisers**, record the main 2 used (if applicable) and the rates at which they were applied. For **Herbicides & Fungicides** record the main 2 (if applicable) used, for **Pesticides**, record the main 1 used.

**If you get stuck, we're just a phone call or email away | 08 7127 8982 | [info@microbelabs.com.au](mailto:info@microbelabs.com.au)**