

## Posting your samples

Complete and print an Order Form on your PC or mobile device (download from [www.microbelabs.com.au/order-forms/](http://www.microbelabs.com.au/order-forms/)). Manual order forms are acceptable but incur an admin fee. Place the samples into the supplied zip-lock bag, seal it, place the sealed zip-lock bag inside the supplied insulated bag and seal it. Do not place documents inside the zip-lock or insulated bags as they may be damaged by moisture. Place the insulated bag in the Express Post satchel provided. Place the order form and Certificate of Accreditation in the Express Post satchel. Complete the sender's contact details on the satchel.



Remember to sign the 'No Dangerous Goods' declaration on the front of the satchel before posting or your samples may not arrive. Seal the satchel and post it in the special 'Gold' (yellow) Express Post boxes. If Express Post is not available in your area lodge the satchel in person over the counter at the Post Office to ensure that it arrives as soon as possible. Post the samples early in the week (no later than Wednesday) to help ensure they arrive at the laboratory the same week. If using a courier advise them that delivery hours are from 9.30 am to 5.30 pm Mon-Fri.

## Remember

If you get stuck, help is only a phone call away. Call your local Agent (the person who supplied you with these sampling instructions) or contact Microbiology Laboratories Australia using the contact details on the back. Contact details for Agents and Microbe Labs can also be found on our website [www.microbelabs.com.au](http://www.microbelabs.com.au).