

# COMPOST ORDER FORM

## WANT TO SAVE MONEY?!

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



# 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: Form MUST be emailed to avoid admin fee ->

- **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
Prepay	Paid	
Received date		
Order no.		
Sample no's & test codes		
TOA =		



## 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 composting started		
Age of compost (weeks)		
Feedstock 1		
Percentage (%)		
Feedstock 2		
Percentage (%)		
Feedstock 3		
Percentage (%)		
Feedstock 4		
Percentage (%)		
Feedstock 5		
Percentage (%)		
Max. temperature reached (°C)		
No. of times turned (if applicable)		
Additive 1		
Additive 2		
Additional comments		

<p>Laboratory use</p> <p>Order no.</p> <p>Other</p> <p>F01 OA F02 OA</p>		
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Percentage (%)		
Feedstock 3		
Percentage (%)		
Feedstock 4		
Percentage (%)		
Feedstock 5		
Percentage (%)		
Max. temperature reached (°C)		
No. of times turned (if applicable)		
Additive 1		
Additive 2		
Additional comments		

<p>Laboratory use</p> <p>Order no.</p> <p>Other</p> <p>F03 OA F04 OA</p>		
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Percentage (%)		
Feedstock 3		
Percentage (%)		
Feedstock 4		
Percentage (%)		
Feedstock 5		
Percentage (%)		
Max. temperature reached (°C)		
No. of times turned (if applicable)		
Additive 1		
Additive 2		
Additional comments		

<p>Laboratory use</p> <p>Order no.</p> <p>Other</p> <p>F05 OA F06 OA</p>		
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Sample name*		
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Age of compost (weeks)		
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Percentage (%)		
Feedstock 2		
Percentage (%)		
Feedstock 3		
Percentage (%)		
Feedstock 4		
Percentage (%)		
Feedstock 5		
Percentage (%)		
Max. temperature reached (°C)		
No. of times turned (if applicable)		
Additive 1		
Additive 2		
Additional comments		

<p>Laboratory use</p> <p>Order no.</p> <p>Other</p> <p>F07 OA F08 OA</p>		
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## SAMPLE DETAILS

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Sample name*		
Date composting started		
Age of compost (weeks)		
Feedstock 1		
Percentage (%)		
Feedstock 2		
Percentage (%)		
Feedstock 3		
Percentage (%)		
Feedstock 4		
Percentage (%)		
Feedstock 5		
Percentage (%)		
Max. temperature reached (°C)		
No. of times turned (if applicable)		
Additive 1		
Additive 2		
Additional comments		

<p>Laboratory use</p> <p>Order no.</p> <p>Other</p> <p>F09 OA F10 OA</p>		
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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-compost](http://www.microlabs.com.au/order-form-compost). 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. Record the **Date sampled** and **Compost type** in their respective columns. Examples of **Compost type** are: Aerobic thermocompost, Static pile compost, In-vessel compost, Vermicompost, Silage, etc. Enter the **Test 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 any comments you think might be useful in the **Comments** column, for example, any problems observed, species of microbe to target for the Microbe ID Wise test, 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 compost 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. **Age of compost** means time in weeks since the compost process was started. For **Feedstocks** record up to the main 5 materials used to make the compost and the percentage of each of the total amount of material. **Max. temperature reached** means the maximum temperature reached at any time during the composting process. **No. of times turned** means the total number of times a compost was turned (this may not apply to all types of compost, such as static pile compost). If any **Additives** have been used, for example, biological inoculants, accelerator products, etc. record up to the main 2 used. Any **Additional comments** at the bottom, for example, problems, observations, etc., not already mentioned.

**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)**