

Sending your samples to the lab

Complete the online order form: Scan the QR code below with your mobile phone to go straight there, or visit microbelabs.com.au/order-form. Print a copy of the PDF you'll get immediately by email and send it with your samples. It's important to send a printed copy of the PDF you'll be emailed when you submit your order. It's required for biosecurity, and so we can tell they're your samples! If you follow the instructions to do this correctly, **we'll waive the batch fee***. Paper order forms are still accepted, with the batch 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, order form and Certificate of Accreditation in the Express Post satchel. Sign on the front and add your contact details on the back of 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.

*If paying through our online store your batch fee will be credited for future use (not refundable or redeemable for cash). To use your credit on a future order, contact the lab on 08 7127 8982 or info@microbelabs.com.au, who can place your order manually and apply your credit to your invoice.

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.



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SCAN ME!