

**REQUEST FOR COURIER COLLECTION**  
**FAX TO 01245 422501**

Requests must be faxed over the DAY BEFORE you require collection. (Please confirm by telephone that we have received your instruction)

Samples must be suitable packaged in a sealed box, envelope or one of our labeled cool bags. Please ensure the full address as above appears on the parcel label.

**TO BE COLLECTED FROM:**

Company Name: \_\_\_\_\_

Address to Collect From:

\_\_\_\_\_  
\_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Special Instructions (i.e. reception desk etc) \_\_\_\_\_

Weight of parcel: \_\_\_\_\_

Analysis to be carried out: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Collect On (Date) \_\_\_\_\_

Additional Notes:

FM097-4(5/2/15)

Notes from the laboratory.

Collections can be arranged Monday to Thursday but please DO NOT take samples on a Friday as we are unable to collect them and they will be left in the courier's warehouse for the weekend. Take the samples the morning of collection (to ensure they are as fresh as possible) and please ensure they are ready for collection as repeat visits by the courier company will be charged on top of sample costs.