

**REQUEST FOR COURIER COLLECTION**  
**EMAIL to [info@cavendishlaboratories.com](mailto:info@cavendishlaboratories.com)**

Millers Barn  
The Warren Estate  
Lordship Road  
Writtle  
Chelmsford  
Essex CM1 3WT  
Tel: 01245 422800

Requests must be emailed over the DAY BEFORE you require collection. (Please confirm by telephone that we have received your instruction) [info@cavendishlaboratories.com](mailto:info@cavendishlaboratories.com)

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.

<b>TO BE COLLECTED FROM:</b>
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) _____
<u>Additional Notes:</u> _____ _____

FM097-5(04/11/18)

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.

[www.cavendishlaboratories.com](http://www.cavendishlaboratories.com)

Registered office: The Old Grange, The Warren Estate, Lordship Road,  
Writtle, Chelmsford, Essex CM1 3WT  
Registered number: 3128776



