

FORENSICS SUBMISSION FORM

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Customer Details		Reporting Details		AQ Project Reference (AQ Use Only)
Company Name:*		Report Results To:*		
Contact Person:*		Extra Copies To:		AsureQuality Limited Auckland Laboratory 131 Boundary Road, Blockhouse Bay Auckland 1140 New Zealand Email: Forensics@asurequality.com
Email:*		NOTE: If you would like separate reports for each sample, please complete multiple sample submission forms. Each separate report will incur a report fee.		
Contact Phone No.:*		Sample Details		
Address:*		Date/Time Dispatched: Condition sample(s) dispatched in: ☐ Ambient ☐ Chilled ☐ Frozen ☐ Quarantine* ¹ (please include a copy of the MPI Import Permit/Transfer Form) NOTE: Please state the risk item the sample has been found in* ☐ Return sample(s) after analysis (Courier fees apply – minimum \$25) NOTE: Samples will be destroyed/returned at least 8 weeks after reporting unless otherwise instructed.		Urgency Details* ☐ Normal Service (5-10 working days) ☐ Urgent Service (2-3 working days) NOTE: For urgent testing, a 100% surcharge fee applies. Please contact AQ prior to submitting samples to confirm availability. NOTE: Some samples may require additional non-routine testing where service times may exceed 5-10 working days
Submission Ref.:		Are samples hazardous?* ☐ Yes ☐ No		
Purchase Order No.:				

Important: please avoid using adhesive tape on samples

Sample Name* <small>(Unique name used for the sample in the report)</small>	Sample Details <small>(Where sample was found/product or risk item sample found in)</small>	Purpose of Testing* <small>(E.g. identification of foreign matter, raw material testing, comparison to a reference sample etc.)</small>	AQ Ref. Only

*Required information

¹Quarantine (risk) samples must be submitted in a secondary container/packaging (double bagged) to prevent spillage or contamination to the external environment. **NOTE:** The courier bag/box is not accepted as secondary packaging.

Our standard Terms of Business apply with the use of this form : <https://www.asurequality.com/about/terms-of-business/>

Receipt Details
(AQ Use Only)