



## SAMPLE SUBMISSION FORM

### SEND FORM WITH SAMPLES TO Krueger

Food Laboratories  
341 North Billerica Road  
Tewksbury, MA 01876 USA

### FOR MORE INFORMATION

Call: (978) 458-8108 Email: [sgeorge@kfl.com](mailto:sgeorge@kfl.com)  
Visit: [www.kfl.com](http://www.kfl.com)

### GENERAL

**INSTRUCTIONS:**  
Type or print legibly;  
complete all requested  
information; check  
appropriate boxes.  
Use additional forms if  
necessary.

341 North Billerica Road, Tewksbury, MA 01876 (978) 458-8108

DATE \_\_\_\_\_

☐

**RUSH SERVICE** (priority surcharge applies)

| REPORTING INFORMATION (SEND RESULTS TO) |           |  | BILLING INFORMATION (IF DIFFERENT)                           |                                                                                                        |     |
|-----------------------------------------|-----------|--|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----|
| COMPANY                                 |           |  | <input type="checkbox"/> NEW CLIENT (call to set up account) |                                                                                                        |     |
| ADDRESS                                 |           |  | CONTACT NAME                                                 |                                                                                                        |     |
| CITY                                    | STATE     |  | COMPANY                                                      |                                                                                                        |     |
| POSTAL CODE                             | COUNTRY   |  | ADDRESS                                                      |                                                                                                        |     |
| CONTACT FIRST NAME                      | LAST NAME |  | CITY                                                         | STATE                                                                                                  |     |
| PHONE NUMBER                            | EXT       |  | POSTAL CODE                                                  | COUNTRY                                                                                                |     |
| EMAIL RESULTS TO:                       |           |  | PHONE NUMBER                                                 |                                                                                                        | EXT |
| CC RESULTS TO:                          |           |  | EMAIL                                                        |                                                                                                        |     |
| CC RESULTS TO:                          |           |  | P.O.#                                                        | PREFERRED INVOICE DELIVERY METHOD: <input type="checkbox"/> EMAIL <input type="checkbox"/> POSTAL MAIL |     |

### SAMPLES

| DO NOT WRITE BELOW | SAMPLE ID (LOT/BATCH #) | SAMPLE DESCRIPTION | COUNTRY OF ORIGIN |
|--------------------|-------------------------|--------------------|-------------------|
|                    |                         |                    |                   |
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### ANALYSIS REQUIRED

- ☐ **Fruit Juice Authenticity Analysis**
- ☐ **Flavor Analysis** (indicate right)
- ☐ **Nutritional Analysis** (indicate right)
- ☐ **Proximate Analysis** (ash, fat, moisture, protein, calories, carbohydrates)
- ☐ **FDA/NLEA Nutrition Label Package**  
indicate serving size
- ☐ **Pesticide/Residue Analysis** (indicate right)
- ☐ **Microbiological Analysis** (indicate right)
- ☐ **Honey Authenticity** (indicate right)
- ☐ **Other Analysis** (indicate right)

### ANALYSIS/TESTING INSTRUCTIONS

|  | EXPECTED LEVEL |
|--|----------------|
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### BACKGROUND INFO • SPECIAL INSTRUCTIONS

TEMPERATURE:  
warm cold frozen  
CONDITION:  
good bad spoiled  
STORAGE:  
fridge freezer shelf

### KFL USE ONLY

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## SAMPLE SUBMISSION REQUIREMENTS

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The value of many analyses depends on samples not being contaminated, fermented or decomposed. The following suggestions are to ensure that the samples arrive intact and in a condition to analyze in a meaningful fashion.

1. Samples should be packed tightly in bubble plastic, styrofoam nuggets or similar material so that they do not break.
2. Screw-cap bottles leak! These should be capped tightly and taped shut with waterproof tape.
3. Label each sample clearly. NOTE: labels come off frozen samples; please wrap a rubber band around labels on frozen samples.
4. Preservatives generally should not be added to samples. If preservatives have been added, please identify them.
5. Freezing will often prevent fermentation and decomposition. Storing the sample in a freezer overnight before shipment, or shipping it packed in "blue ice" will usually preserve it. Samples for microbiology analysis should not be frozen.
6. Ship perishable samples by overnight delivery service. Try to avoid shipping on Fridays those products which require refrigeration; a weekend in a hot warehouse may render the analyses useless.
7. Identifying paperwork should accompany each shipment: it should NOT be sent under separate cover. The sample submission form on the reverse side may be copied and used for this purpose. If you prefer to use your own forms, you should include:
  - (a) analysis requested
  - (b) name, address and email to which the results should be sent
  - (c) telephone number to call in case of questions or problems
  - (d) name and address to which the invoice should be sent
  - (e) any special instructions
  - (f) sample description
  - (g) your sample identification
  - (h) purchase order and/or authorization number if required by your firm.
8. Labels often become illegible in transit. Please avoid writing analytical and reporting requirements on the sample label.

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## STANDARD TERMS AND CONDITIONS

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### Confidentiality

All work is performed in strict confidence. Confidentiality agreements, a routine business procedure for some clients, will be signed promptly.

### Credit Terms

Payment in advance may be required except for those clients with an established credit with our company. For third party billing, a signed authorization must be received from the party being billed for their service. For clients with acceptable credit, terms are net 30 days. A service charge of 1½% per month may be added to past due invoices. Payment is to be made by instruments denominated in United States dollars drawn on a United States bank. If payment is made by international check, money order or wire transfer, the client will be charged for all collection and transfer fees.

### Priority Service

A minimum surcharge of 50% or greater will be added to the published fee for rush service, depending upon the client turnaround requirement. Please contact Client Services for rush charges and turnaround times.

### Sample Submission

Samples that are submitted should be accompanied by a completed sample submission form. If you prefer to use your own forms (letterhead, purchase order, etc.), you should include: analyses requested; name and address to which the results should be sent; telephone number to call in case of questions or problems; name and address to which the invoice should be sent; any special instructions; sample description; your sample number; purchase order or authorization number if required by your firm. Incomplete information may cause a delay in results.

### Sample Receipt

Any sample delivered to the laboratory after sample receiving hours (4:00 P.M. EST) will be not be logged in as received until the next business day.

### Retention of Samples

All samples will be retained for three weeks following completion of analysis. Arrangements may be made with the laboratory to retain samples for longer periods of time. Excess sample will be returned at client expense if requested at the time of analysis.

### Warranty and Limitation of Liability

In accepting analytical work, we warrant the accuracy of the test results for the sample as submitted. We disclaim any other warranties, express or implied, including a Warranty of Fitness for Particular Purpose and Warranty of Merchantability. We accept no legal responsibility for the purposes for which the client uses the test results. No purchase order or other order for work shall be accepted by the company with any conditions that vary from these Standard Terms and Conditions. If Krueger Food Laboratories, Inc. performs work requested by the client, conditions at variance to these Standard Terms and Conditions are not part of the contract.

### Notice to Foreign Clients

Incoming shipments must be cleared through US Customs. Our broker at Boston's Logan International Airport is PBB Global Logistics, (781) 485-0512. The client will be charged for any duty or fees incurred during custom's clearance. Invoices may be paid in US dollars drawn of US bank accounts only. A bank charge will be added to client invoices to cover all collection and transfer fees.