

On page 2 of this document you will find a sample Packing slip/ Pro-forma invoice. This exact form does not have to be used, but it shows the information that is generally required. Please clearly state on the documents that the shipment contains laboratory samples not meant for human consumption.

If all freight and importing cost is under the shipper's cost, Federal Express or DHL Worldwide gives the option of having importing costs included with the freight costs and invoiced to the shipper (other carriers may also have this option) on the waybill.

Shipment information:

All incoming shipments originating outside of Canada, including lab samples, require proper documentation in order to be allowed into Canada. Canada Customs and Border Services often do not see the shipment; they only receive copies of the paperwork accompanying it. Thus, 3 copies of the paperwork must accompany all packages. If any information is missing or the descriptions are ambiguous, CCBS has the right to hold up any shipment, which may affect the integrity of your sample.

To ensure packages are not held up, the following information is required to accompany the shipment from the client:

1) **Bill of Lading for the carrier** (e.g. Purolator, FedEx, DHL, etc.) that indicates the shipper (client), consignee (Cantest), value of the shipment and weight. Descriptions must be filled completely and accurately. Example: "Fresh Trout" or "Fish sample" is ambiguous and would cause Customs to question the package and possibly lead to delays. The description must answer what the item is, its value and what it is to be used for, e.g. "Trout sample for analysis, see commercial invoice".

2) **Pro Forma/ Commercial invoice:** A detailed description must be filled out similar to the Bill of Lading: "Fresh Trout sample for analysis, not for consumption, to be destroyed during testing process, origin USA". The country of manufacture or origin for each item must be included. Telephone numbers are required as well as the delivery address. The shipper must also include the Bill of Lading or Waybill number on the commercial invoice, so that they can track when and how the goods arrived into Canada.

Please mark all sample shipments as follows for customs purposes:

"Specimens For Laboratory Testing Purposes Only"

No Commercial Value (a nominal value of \$10 usually expedites customs issues)

Import permits are required for shipments such as soil samples, thus Cantest must apply to Canadian regulatory agencies. Please notify Cantest as early as possible to allow processing of the Import permit should it be required; we will provide you with a copy of the permit to ship with your sample.

Customs Brokers

Our customs brokers are Rutherford Logistics ph 604-273-8611, Fedex ph 1800-463-3339, and DHL Global Forwarding 604-207-8100. Please fax or email all copies of the Bill of Lading plus Commercial Invoices or Pro Forma Invoices to Cantest ahead of your shipment release.

*****On shippers company letterhead*****

Date

Ship to: CANTEST LTD.

Importer #100790674RM0001

Insert correct shipping address

Attn: Sample Login Tel: (604)734-7276

PACKING SLIP/PROFORMA INVOICE

_____ total weight of _____
number and type of packages *weight in pounds or kilograms*
containing

complete description of item(s) {if rock, soil, water or vegetation samples include full description and origin location for each sample} including number of samples and weight or volume if appropriate

SAMPLES ORIGINATING IN _____ BEING SENT TO CANADA FOR LABORATORY TESTING AND ANALYSIS.

No commercial value. Total value for customs purposes : \$____.

Signature

Print name

Please fax a copy of this document and the shipping waybill to Sample Login/ Terry Seto at (604)-731-2386