



1. Receiver details: this should be prefilled with ASAP Laboratories postal details. (do not send to PO Box address)
2. Sign section for declaration of dangerous goods.
3. Senders Details : clinics details filled in here
4. Tracking number sticker: ensure this sticker is kept or number recorded as this is the only method of tracking the parcel.

Protocol for sending samples to ASAP Laboratory via express post.

- Place your sample in the smallest satchel provided
- Seal your satchel just prior to postage to allow numerous samples to be posted in the one satchel making sure to keep to the weight and size allowance. Please use one satchel per day, if possible.
- Ensure all samples are submitted in mailing tubes provided.
- Remove and keep the yellow tracking sticker from the front of the satchel or a record of the number.
- All samples sent in during summer should be packed with ice - a urine pot with frozen water is suitable. Please ensure all bloods are **NOT** in direct contact with the ice.
- Ensure all details are completed on the front of the satchel including your clinic details and the signature for dangerous goods is signed.
- For next day delivery in most areas, please ensure your satchel is posted by the cut off time on your local yellow post box or by your local post office's cut off time.

Please note we do not recommend that any samples be posted on a Friday as we will not receive these until Monday (samples that are temperature sensitive may be better sent on the Monday).

Please call 1300 838 522 if you have any further enquires.

ASAP Laboratory, 53 Glenvale Crescent, Mulgrave, VICTORIA 3170.