



Protocol for Submitting Samples to ASAP Laboratory via TOLL.

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.

Preferably please use one satchel per day.

Ensure all samples are submitted in mailing tubes provided

All samples sent 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.

1. TOLL Priority Customer account Number - This is pre filled with ASAP Laboratory's account number
2. Sender Details : Full Name and Address of clinic submitting sample (including state and postcode)
3. Contact details: Name and phone number of clinic sending sample. (in case there are any delivery issues or enquires)
4. Recipient details: full name and address of ASAP Laboratory. This is pre filled.
5. Weight and dimensions: number of items and weight of **ALL** items **MUST** be listed here. You can write satchel and weight.
6. Full description of goods being sent : veterinary pathology samples
7. Booking number : record your booking number here
8. Call 13 15 31 to book in for your pick up
9. Consignment note number: used for all tracking purposes
10. TOLL extra service - leave blank as does not apply
11. Sign and date consignment note. A signature from the sender is mandatory, due to security and dangerous goods legislation. If there is no signature, the consignment cannot be picked up.

Please note any samples posted on a Friday will not be delivered to ASAP Laboratory until Monday, Samples that are temperature sensitive may be better sent on a Monday.

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

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