



HOW TO SUBMIT SAMPLES

Products are defined as items from the single manufacturing batch, production day, or from a specific time within the production day, for example; beginning, middle, or end. Please be sure to accurately complete commodity codes for international shipping, FDA documents, and declaration forms. *The client is responsible for all shipping and logistics costs for sending and receiving products, including customs fees, entry fees, duties, and taxes.*

Green Coffee Analysis:

Quantity:	550 grams of green coffee per product.
Sampling:	Composite samples should be drawn from at least 10% of the number of bags in the lot, producing a representative sample.
Package:	Double-sealed bag to avoid leaking or spilling during shipping.
Identification:	Country of Origin, ICO Marks and Container Number.
Optional Information:	Certification, grade details, harvest year, cooperative or shipper name.

Roasted Coffee/Tea Analysis:

Coffee Quantity:	5 packages per product (less packages may be required for bulk sizes).
Tea Quantity:	20 individual-cup bags, 5 full-pot bags, or 100 grams of loose tea.
Package:	Sealed and labeled as usual, ready for distribution or sale.
Identification:	Use by date, manufacture date, time period (B, M, or E).
Optional Information:	Product specifications, roaster/supplier name.

Single-cup ((filtered and unfiltered products) & Ready-To-Drink Analysis:

Single Serve Quantity:	24-28 single-serve packages per product (2 retail sleeves).
Ready-To-Drink Quantity:	4 Bottles per product
Package:	Sealed and labeled as usual, ready for distribution or sale.
Identification:	Use by or manufacture date, production time, and product code.
Optional Information:	Product specifications, roaster/ supplier name.

Concentrate, Extract, Flavors, & Soluble Analysis:

Extracts & Flavors:	4 fluid ounces.
Concentrate & Soluble	Enough quantity to prepare 16 fluid ounces of beverage
Package:	Sealed and labeled as usual ready for distribution or sale.
Identification:	Manufacture date, product code
Other:	Dilution formula for sensory analysis, MSDS forms (if applicable)
Optional Information:	Product specification, supplier name.

All product samples should be sent to:
Coffee Analysts, 32 Lakeside Ave., Burlington, VT 05401 USA,
Telephone 802-864-5760 / (800) 375-3398