



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 loose tea equivalent.
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-Serve & Ready-To-Drink Analysis (filtered and unfiltered products):

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.

Extracts and Flavors

Quantity: 4 fluid ounces.
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 Avenue, Burlington, Vermont 05401 USA, Telephone 802-864-5760 / 800-375-3398