



## **HOW TO SUBMIT SAMPLES**

Products are defined as items for analysis from a single manufacturing batch, production day, or from a specific time, for example; beginning, middle, or end within the production day. Please identify each product exactly how you wish it to be presented on our analysis reports. Unbiased testing prohibits communication of quality issues or concerns on the product identifications. Multiple packages should be collected at the same time. The product quantity requested allows for all required analyses, and retained samples for any requested follow-up testing.

### **Green Coffee Product Samples:**

Quantity:	550 grams of green coffee per product.
Sampling:	Representative composite samples should be drawn from at least 10% of the bags in the lot, drawn from various sections; front, middle, and back.
Package:	Double-sealed bag to avoid leaking or spilling during shipping.
Identification:	Client name, country of Origin, ICO Marks and container number.
Optional Information:	Certification, grade details, harvest year, cooperative, or exporter name.

### **Roasted Coffee, Soluble & Tea Product Samples:**

Coffee Quantity:	5 packages per product. Less packages may be required for 2 lb. or larger sizes.
Tea Quantity	20 individual-cup bags, 5 full-pot bags, or 150 grams of loose tea.
Package:	Sealed and labeled as usual, ready for distribution or sale.
Identification:	Client name, 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 Product Samples:**

Single Serve Quantity:	24-28 single-serve packages per product (minimum of 175 grams)
Ready-To-Drink Quantity	4 bottles per product
Package:	Sealed and labeled as usual, ready for distribution or sale.
Identification:	Client name, use by or manufacture date, production time, and product code.
Optional Information:	Product specifications, roaster/ supplier name.

### **Concentrate, Extract, Flavor & Chemical Analysis Product Samples:**

Extracts & Flavors:	4 fluid ounces, separated into 2 sealed containers.
Concentrate & Soluble	Enough quantity to prepare 16 fluid ounces of beverage
Chemical Analysis	Typically 200 grams for dry products and 8 fluid ounces of liquid products. Please confirm required quantities and packaging prior to sending.
Package:	Sealed and labeled as usual ready for distribution or sale.
Identification:	Client name, use by or manufacture date, production time, and product code
Other:	Dilution formula for sensory analysis, MSDS forms (if applicable)
Optional Information:	Product specification, supplier name.

For International shipping please be sure to accurately complete commodity codes for 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*