

**Attention: All International clients using SDMyers Diagnostic Analytical Services**

Regarding: Shipping procedures for sending samples to SDMyers and Testmark Labs

To whom it may concern:

Thank you for using SDMyers Diagnostic Analytical Services. In order to ensure that we deliver the most accurate results in the shortest amount of time, we would like to remind all of our clients about the most efficient shipping procedures for sending samples to our laboratory in Canada.

Please be sure to use only FedEx, DHL, or UPS *Next Day Air* or *Second Day Air*. These carriers will pick up and deliver from just about everywhere. Most importantly, they deliver from door to door, passing the shipment through a country's customs agency as part of their service.

Depending on your country's export regulations, there is paperwork associated with international shipments that must be completed. It usually consists of the following.

- A bill of lading (which is the address label).
- A set of customs invoices that state clearly what is contained in the shipment.
- Declaration of the value – which is less than \$15.00 USD.
- A declaration that the company is complying with export law.

Official company letterhead should be used if possible. If you complete the paperwork provided by the carrier, it usually covers all of the necessary details. However, it is recommended to prepare a declaration of the materials being shipped, that they are non-hazardous and that their value is less than \$15.00 USD.

A value must be assigned to each shipment entering a country so that customs can determine if the commodity is subject to taxation. INSULATING LIQUID SHIPMENTS TO CANADA ARE NOT SUBJECT TO DUTY. Their value is considered to be less than \$15.00 USD, REGARDLESS OF QUANTITY.

Please send the samples the next day after they are drawn from the equipment. This will ensure our receipt of an accurate sample of your unit's true condition. Some of the tests are very sensitive to atmospheric influences, and test results from older samples are less accurate than from those that are more recent. For most tests, we are not able to process and give recommendations more than 60 days after sampling.

When shipping samples, please visit [dashboard.sdmyers.com/Account/Forms](https://dashboard.sdmyers.com/Account/Forms) to complete the online shipment notification form. This enables us to begin your testing and provide you with your results more quickly.

Again, many thanks for your continued interest in our services and for following our shipping instructions. Should you have any questions about this process, please consult the shipping company or call us and we will be pleased to provide you with any further guidance.

Best Regards,

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