<u>/| Midwest</u> |/ Laboratories®

SOIL SUBMITTAL FORM GUIDE

Utilizing our myLab Portal at <u>mylab.midwestlabs.com</u>, you can electronically create your submittal form to ensure each sample is tested for the correct analysis and paired to your account for timely report delivery and invoicing.

If you are unable to access the myLab Portal, you can also utilize the printable PDFs to fill out your submittal forms available at **midwestlabs.com/resources/submittal-forms**.

BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH ALL SAMPLES YOU SUBMIT:

Account Number and Contact Information

Sample ID matching the ID you wrote on your sample bags

Your desired soil test packages

Date of submission and total number of samples.

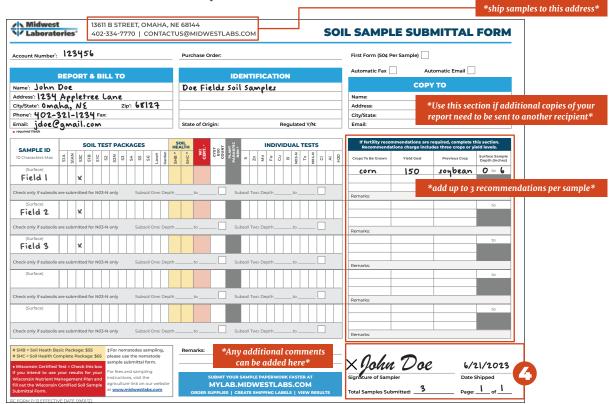


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Aboratorie:

When you are ready to box your samples, a submittal form must be printed and included in the box with the samples before shipping. If you have multiple boxes for the same sample order, number the outside of the boxes. For example, number them "1 of 2", "2 of 2", etc. Then place all the paperwork for that order, either in the first box or the last box containing the samples. This extra step allows our receiving team to ensure all boxes have been received before they begin the sample layout.

Please note, if your samples are growth medias or potting soils, contact us so we can go over the growth media options.



For more helpful product & sampling guides, visit midwestlabs.com/resources

If you have any question, please contact us at midwestlabs.com | 402.334.7770 | contactus@midwestlabs.com