

SAMPLE SUBMISSION GUIDELINES

- ❖ PLEASE USE THE NEW SIGN-IN SHEET.**
- ❖ PLACE ALL SAMPLES IN ORDER ON THE CART OR THE TABLE TOP.**
- ❖ MAKE SURE THAT EACH SAMPLE NAME IS WRITTEN ON THE ID COLUMN IN THE REVERSE SIDE OF THE SIGN-IN SHEET BEFORE LEAVING.**

******SAMPLES NOT LABELLED PROPERLY OR LEFT IN A DISORGANIZED FASHION WILL NOT BE PROCESSED!!!******