SHIPMENT CHECKLIST

To ensure that your samples reach us without delay, please ensure each step in the following checklist has been completed before sending your shipment to Canada.

1. **Customs Declaration**
   - ☐ Printed on Research Institute or Company letter head.
   - ☐ Three copies, with each copy individually signed
   - ☐ Airway Bill Tracking Number of current shipment clearly typed or written in provided space.
   - ☐ All three signed copies in a clear pouch attached to the outside of the package

2. **Fracture Pro Forma**
   - ☐ Complete and sign three copies

3. **Packaging**
   - ☐ Samples packed according to Biological Substance, Category B” UN3373, double container (ie small tube in larger tube then into box) place UN3373 label on package (2” sides label).
   - ☐ Samples packed in approximately **20kg (44lb) dry ice** with dry ice sticker affixed (the amount of dry ice is not dependant on the tube size and is calculated from the rate of evaporation of dry ice per 24 hours).
   - ☐ The to and from return address label with the words “Biological Substance, Category B”

   ☐ In the outside pouch include three copies of the declaration letter and three of the Proforma Invoice form with the weight and size of the box marked on the International Air Waybill in the space provided at the bottom.