

LCBO

SUBMITTING SAMPLES FOR LABORATORY ANALYSIS INSTRUCTIONS

****Note: instructions are *NOT* to be used for submissions involved in LCBO listing process. Please contact the Merchandising category administrator for instructions on submitting for product listing****

1. Complete *LCB 2269: Request for Laboratory Analysis* Form. A maximum of 10 samples can be submitted per form; multiple forms can be included in a submission. Please ensure an identifier located on the sample can be used to match the form to sample(s), such as product brand name, numeric/alphabetic lot code, vendor name, etc.
2. Please ensure the customer information will match the account debited for the analysis. If you are an agent submitting on behalf of a vendor please ensure to provide an additional contact from the vendor to confirm permission to charge vendor account.
3. Please contact LCBO Quality Assurance at quality.assurance@lcbo.com for pricing information and minimum volume requirements for completing requested analyses.
4. If you do not have an active LCBO vendor account to debit, you must include a cheque in the correct amount to the attention to LCBO. If you have an active LCBO account you have the option to include a cheque.
5. If shipping from within Canada: please include sample(s), payment and request LCB 2269 form in your submission. It is required to use the mailing label found on page 3.
6. For non-Canadian shipments please complete a *Canada Customs Invoice (CI1 form)* and attached to the package to avoid delays with Canadian Customs. The invoice must include the number and size of samples, the alcohol strength, the type of product (e.g. red wine, white wine, whisky) and the actual value of the goods (do not list \$1 value for Customs purposes- the value must reflect the true transaction value of the product). Further information may be obtained from the courier or from the Canada Customs website: <http://www.cbsa-asfc.gc.ca/publications/menu-eng.html>
 - i. To assist with tracking your shipment, please email the courier air waybill, a copy of the *Canada Customs Invoice* and the estimated time of arrival in Toronto, Ontario to: chachey@ups.com
7. Testing typically takes 2-3 weeks depending on day of receipt, lab capacity and analyses required. Upon completion of testing, a Certificate of Analysis will be emailed automatically to our current email address on file as an *Adobe Acrobat* attachment
8. For more information about LCBO QA services please visit our *Doing Business with LCBO* site, [HERE](#). For additional inquiries, please contact LCBO Quality Assurance at: quality.assurance@lcbo.com

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The following sample shipping label must be affixed to each carton of your shipment.

<p>LCBO QA Laboratory</p> <p>100 Queens Quay East- 6th Floor Toronto, Ontario M5E 0C7</p> <p>Inquiries? Phone: 416-864-6724 Email: qa.deliveries@lcbo.com</p>	<p>Sender Information:</p> <p>Sample Type: <i>PRIVATE ANALYSIS</i></p> <p>QA Contact: <i>KENDRA LLOYD</i></p> <hr/> <p>Number of Boxes in Shipment:</p>
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