



Final Submission Checklist

Before shipping your samples, please review each item below to ensure your submission is complete. Incomplete documentation or mismatched information may cause delays in project initiation.

- ☐ **Quote / MSA Number:** Listed accurately on the Sample Submission Form.
- ☐ **Purchase Order:** Matches the quoted or MSA total and is attached.
- ☐ **Contact & Billing Information:** Complete and up to date.
- ☐ **Sample Identification:** Sample names and lot numbers match the physical labels.
- ☐ **Pooling Instructions:** Clearly noted, if applicable.
- ☐ **Special Handling Requirements:** Indicated for samples requiring refrigeration, freezing, or sterility conditions.
- ☐ **Form Completion:** Sample Submission Form is signed and included with the shipment.
- ☐ **Shipping Compliance:** Shipment is packaged according to Canyon Labs Shipping Guidelines, requires a signature upon receipt, and includes tracking information sent to your project contact.