



## Appendix C. Dispatch form

When the package is ready for dispatch, complete this form, and send it to the pilot laboratory and the next participant.

To: Name: \_\_\_\_\_

Institute: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

From: Name: \_\_\_\_\_

Institute: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Comments on the performance of the travelling standards: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Confirm that the travelling standards are in a good condition

Confirm that a pro-forma invoice is included in the shipping documentation and that a copy has been sent to the next participant

Confirm that the results sheet (appendix B) has been sent to the pilot laboratory

Courier (if applicable): \_\_\_\_\_ Tracking no: \_\_\_\_\_

Airline: \_\_\_\_\_ Flight no: \_\_\_\_\_ Dated: \_\_\_\_\_

Dispatch date: \_\_\_\_\_

Signature of person completing this form \_\_\_\_\_