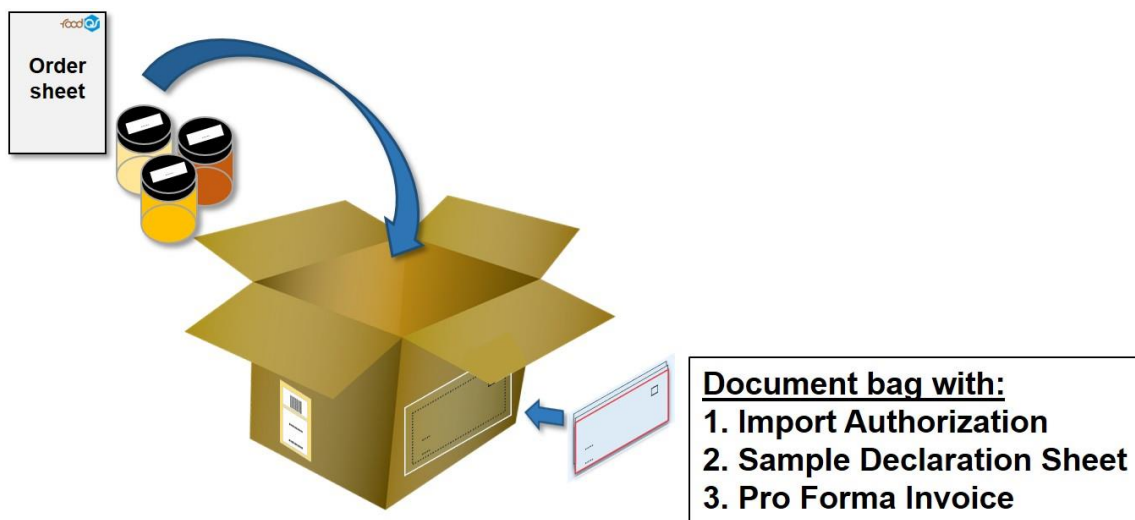


Dear customer,

to guarantee a smooth and fast processing of your samples in customs the following documents should be included with the sample. To save costs and time please make sure, that these documents are firmly attached on the **outside** of the package. **Please make sure that your samples are packed securely.** In case of sample leakage it is possible that customs may reject entrance into Germany.



1. Import Authorization of FoodQS GmbH

This document (in German) needs to be printed out in its most current version. No further steps are needed on your part for this document. The current version is available for download at [www.foodqs.de/FoodQS Import Authorization 26](http://www.foodqs.de/FoodQS_Import_Authorization_26)

2. Sample Declaration Sheet

This document is necessary to inform customs that the content of the package is to be used only for laboratory analyses and not intended for human consumption. It must contain:

- Your address
- Information about the contents of the package (may be a reference to the pro forma invoice; see point 3)
- A declaration that samples are for laboratory use only and not for human consumption
- Note: In case of beeswax a confirmation has to be included, that sample has been treated according to Regulation (EU) 142/2011: sample was heated to 120 ° C for at least 60 minutes
- Date
- Your Signature



A template for this document is available at:

Honey: www.foodqs.de/FoodQS_Honey_Sample_declaration_sheet

Beeswax: www.foodqs.de/FoodQS_Beeswax_Sample_declaration_sheet

3. Pro Forma Invoice

The Pro-Forma Invoice has to be included as a sort of receipt to document the sample's values. It is not intended as a "real" invoice that has to be paid, but is needed as information for customs. Although it is not an actual invoice, in order to prevent any unnecessary delays each sample should be assigned a realistic monetary value (e.g. 1,00 € per 100 g of honey/wax). This document needs to include the following information:

- Declaration that it is a pro forma invoice
- Your name, address and VAT ID
- Our address and VAT ID
- Date
- Invoice nr.
- A list of the samples, including sample description, sample weight and individual price of each sample
- Total weight and total values of all samples
- Purpose of samples (in these cases: non-commercial samples for laboratory analysis)
- Country of origin
- Your bank details
- Your signature

A template for this document is available at:

www.foodqs.de/FoodQS_Proforma_invoice_template

Thank you for helping us make the shipping process as smooth as possible!

The FoodQS GmbH team

Disclaimer: We have compiled the contents of these instructions and the linked documents with the greatest possible care. However, we assume no liability for the accuracy, completeness and timeliness of the content.