

**TO: ANY COMPANY OR INDIVIDUAL SENDING IN UNOFFICIAL SAMPLES
(Unofficial samples are those not taken by an inspector)**

**FROM: ANDRAE MCMILLIAN/LAB DIRECTOR
ALABAMA DEPT. OF AGRICULTURE AND INDUSTRIES
1445 FEDERAL DRIVE
MONTGOMERY, AL 36107-1123**

RE: UNOFFICIAL/SERVICE/FARMER'S SAMPLE SUBMISSION

DATE: 6/26/18

Dear Sir(s) and/or Madam(s),

In order to send samples to the Alabama Department of Agriculture & Industries Seed Laboratory these are the steps that need to be followed.

There must be a dated information slip that contains the following information:

- A. Seed Type
- B. Name and address of the company or individual whom the report will be mailed to
- C. Type of test requested (if this information is not provided we will assume a complete test is being requested and pricing will be for a complete test)
- D. The lot number (if one sample is sent in without a lot number NS will be used as the lot number and if multiple samples of the same kind of seed are sent in without lot numbers processing may be hindered or not available unless contact information such as a phone number is available)
- E. Treatment Type(s) used on the seeds must be stated if one is used
- F. Phone number or e-mail address

All samples should be mailed to: Alabama Department of Agriculture & Industries
Attn: Seed Lab
1445 Federal Drive
Montgomery, Alabama 36107-1123

Only samples that have been cleaned will be analyzed.

We welcome your samples and look forward to giving you timely and accurate results.

Please do not send any payment with the submitted sample.

Sincerely,

Andrae McMillian