



## Sample Shipping Instructions

### Deadlines:

Please respect the deadlines mentioned on [www.taste-institute.com](http://www.taste-institute.com) taking into account enough time for shipment & custom clearance (can take up to 15 days at Belgian customs.).

Every year, we unfortunately have to cancel evaluations due to late arrival of samples.

### Quantity of samples to send:

Please send enough products to prepare 24 portions.

For drinks, please follow the following guidelines:

-Waters, beers & soft: 12 small bottles (25/33cl) or 6 big bottles (0,5/1L)

-Tea & coffee: for 24 portions

-Spirits: 3 bottles (0,75-1L)

### To indicate on each sample:

**Please indicate the corresponding product REFERENCE ID (ex: 9012345) on each sample.**

Please avoid to write this REFERENCE ID on the front packaging so we can take a nice picture of your product.

You can find the REFERENCE ID on the invoice you have received by email following your registration or you

can download this invoice in the "my invoices" section of your account.

### Incoterms: DDP (Delivered Duty Paid)

Delivery cost, taxes, import and custom duties for shipment of samples are at your expense. Should any of those costs be invoiced to the Taste Institute, we will re-bill this cost to you.

### Delivery Address:

International Taste Institute

Rue colonel Bourg, 105 A

B-1140 Evere- Brussels, Belgium

+32/2/372.34.22

### To indicate on parcel and/or shipping documents

Please indicate the following in ENGLISH:

- "Samples for analysis. To be completely destroyed after analysis"

- "DDP" (delivered duty paid)

- "Urgent delivery" / "Keep Fresh" / "Keep Frozen" if relevant for fresh & frozen products.

### IMPORTANT: For shipment from non-EU countries

If you are sending your samples from outside the European Union:

1. Please add a pro-forma invoice (template available on [www.taste-institute.com](http://www.taste-institute.com)) in ENGLISH with below mentions to the delivery.
  - Invoice to The International Taste Institute (above address)
  - Description: Provide a description of each product
  - Price: **No commercial value**
  - Total price: max 20euros (do not put a higher amount as this would result in additional taxes)
  - Additional info: -Food samples for analysis, to be completely destroyed after analysis
    - No commercial value
    - DDP
2. For animal-based products, please add a valid health certificate.