



Liberty Labs, Inc.
1346 Yellowwood Road
P.O. Box 230
Kimballton, IA 51543
PH: 712-773-2199
FAX: 712-773-2299



The following letter is to update you to changes to our policies per requirements in ISO 17025 paragraph 5.8. Please review the following information and return the signed form to our facility.

As a company representative signing this agreement, it is your responsibility to provide this information to the proper personnel that this letter may affect.

Liberty Labs, Inc. will strive to pack your company's equipment to the best of our ability and handle your company's equipment as we would like our equipment handled.

Liberty Labs, Inc. will document all incoming and outgoing shipments by photograph and make these available should damage or loss occur. We recommend clients do the same.

All items shipped to Liberty Labs, Inc. will be returned in the packaging that the items were received in unless our shipping department deems the packaging inadequate. If the problem persists for the same customer, the customer will be contacted. A fee may be charged for the purchase of new packaging if necessary, and the option of purchasing a Wilson Case or a wooden crate will be discussed.

Also included you will find information about the Wilson Cases available. For more information, please call for costs and availability. We also have a few cases available for temporary use for shipments to and from locations on a first come, first serve basis.

As policy at Liberty Labs, Inc. we will indicate an insurance value on the waybill for all shipments. If your company does not want insurance values indicated, this MUST be in writing and given to Liberty Labs, Inc. otherwise all shipments will automatically be insured.

All claims for loss or damage must be submitted to the shipping carrier that was responsible for the transportation of the shipment. Liberty Labs Inc. will assist with the claim process if damages or loss occur. For more information on proper packaging and how to proceed with claims please see examples at FedEx, UPS or your major carrier's home page.

Since it is impossible for Liberty Labs, Inc. to control how equipment is handled after it leaves our facility, this form releases Liberty Labs, Inc. of any liability from damages or loss of profits or revenues incurred during the shipment process.

This policy will go into effect immediately on all shipments. We want you to know we are doing our best to protect your equipment on each and every shipment.

We thank you for taking the time to read this letter and look forward to doing business with you in the future. If you have any questions in regards to this letter please contact Liberty Labs, Inc. at (712) 773-2199.

Liberty Labs, Inc. Shipping Liability Release Form

I agree and understand the stipulations set forth in this agreement.

Company Name: _____

Company Address: _____

City: _____ State: _____

Zip: _____ Country: _____

Company Representative Name: _____

Company Representative Phone #: _____

Company Representative Fax #: _____

Company Representative E-Mail: _____

Company Representative Signature: _____

Date: _____