

Lab Alcohol Pickup and Delivery Procedure

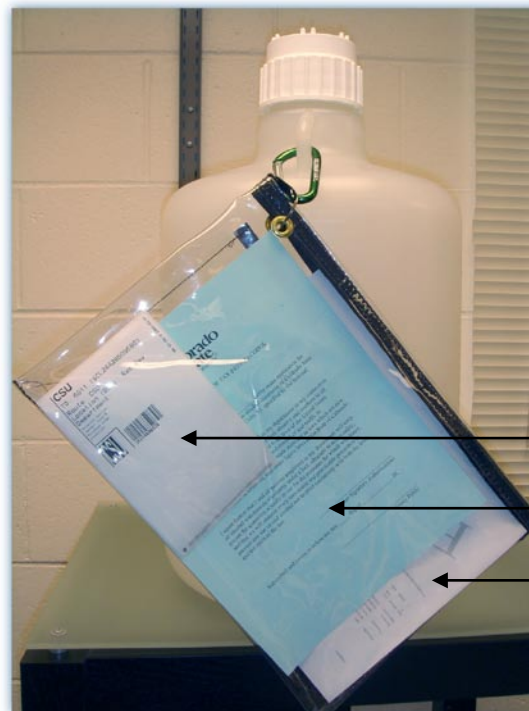
Step 1: Contact Shipping & Receiving for a preprinted shipping label



Step 2: Prepare Tax Free Affidavit



Step 3: IO Document in Quali



Step 4: Place shipping label, Tax Free Affidavit, and IO into provided pouch. Ensure shipping label is facing out. Attach pouch to container and leave in designated freight delivery location.

Shipping label

Tax Free Affidavit (blue paper)

IO