

# Guidelines for best service and turnaround

## Shipping

### Packaging Materials

We receive shipments from all major carriers each day including UPS, FedEx, YRC, ABF, etc. Customers also can drop items off in person at our Shipping/Receiving Department between the hours of 8 AM and 4 PM EST, Monday through Friday (except major holidays). Our building has two loading docks and a drive-through bay for deliveries of all sizes.

Samples and materials for Testing or Specimen Machining can be shipped to or dropped off at -

**Laboratory Testing Inc., 2331 Topaz Drive, Hatfield, PA 19440**


Instruments for Calibration can be delivered directly to our facility at **2321 Topaz Dr., Hatfield, PA 19440**

To ensure the safe arrival of your items, please follow these guidelines:

- Fragile materials and measuring instruments should be packaged in sturdy containers, with sufficient padding to minimize movement and protect your items.
- Items with sharp edges should be carefully wrapped to avoid puncturing the container.
- Please use caution when sending hazardous or toxic materials to LTI for analysis. Proper packaging and labeling of the materials will ensure the safety of our employees.
- All tubing and pipe sent to LTI for nondestructive testing should be straight and free of paint, oil and other coatings when shipped.

### Labeling Rush Orders

If you are requesting RUSH service, please include LTI RUSH SERVICE ORDERED and specify Same Day, Next Day, 2nd Day or 3rd Day on the outside of your package to ensure priority handling at LTI. You can print labels from the *Resources tab* on our website at [www.labtesting.com/resources/literature-guide-lines-forms-more/](http://www.labtesting.com/resources/literature-guide-lines-forms-more/) or you can create your own for convenience.



**LABORATORY  
TESTING INC.**

RUSH SERVICE ORDERED

Same Day Rush

1-Day Rush

2-Day Rush

3-Day Rush