

IQVIA Laboratories “How To” Guide

Shipping Samples – SOUTH AFRICA

August 2025

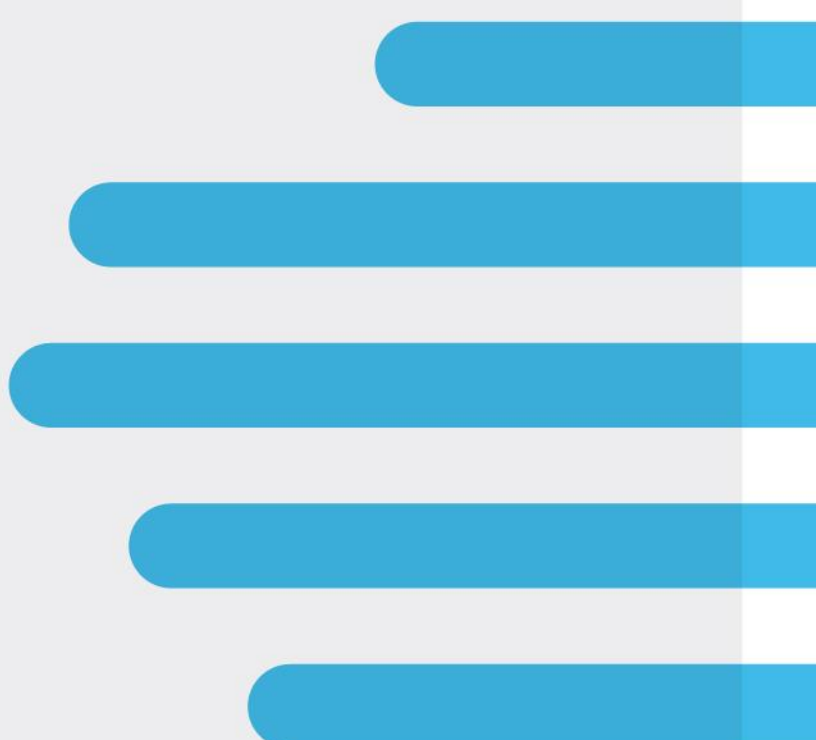


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GLOBAL HOLIDAY SCHEDULE

IQVIA Laboratories will provide your site with details of courier “no-delivery” days and IQVIA Laboratories opening hours in advance of each national holiday.

Site personnel are recommended to review holiday letters and subject visit dates to come up with contingency plans with regards to subject visits requiring sample shipments.

What action should be taken if there are critical patient visit collections on a holiday?

- Review the holiday letter provided by IQVIA Laboratories to determine if all departments (sample receiving and testing facility) will be closed or if the departments will be operating on skeleton staff.
- Discuss with the CRA/Sponsor if the visit cannot be moved to a non-holiday date.
- Query with the assigned courier local office in time to determine if they will be able to collect and make deliveries on that day. It may also need to be established if customs will be open during that time.
- Discuss with CRA or IQVIA Laboratories assigned project manager on alternative pick up arrangements.

Please note that pickup arrangements are subject to holiday/premium surcharges by the courier that will be charged to the study.

Please contact your local courier office for confirmation that deliveries can be made prior to local or global holidays.

In addition, there may be site and/or country-specific “no-pick-up” days. Please check these days with your local courier office prior to collecting samples.

SOUTH AFRICA - HOLIDAYS OBSERVED	
New Year's Day	Youth day
Human Rights Day	National Women's Day
Good Friday	Heritage Day
Family Day	Day of Reconciliation
Freedom Day	Christmas Day
Workers Day	Day of Goodwill

IMPORT AND EXPORT REQUIREMENTS – SOUTH AFRICA

Import Requirements (LTMS and QLIMS Studies)

If site is shipping to Cytespace Africa Laboratories (an IQVIA Laboratories partner): it is the responsibility of the IQVIA Laboratories responsibility to apply for the Import permits.

If site is shipping to another location: the responsibility for obtaining an import permit is with the sponsor or the third party working on the behalf of the sponsor.

The sponsor must provide IQVIA Laboratories with the Biological Sample Clearance Certificate. **The general timeline to obtain this permit is 6 to 8 weeks, however it can take longer depending on whether all the documents are completed as required.**

Export Requirements

The responsibility for obtaining an export permit is with IQVIA Laboratories. **The general timeline to obtain this permit is 6 to 8 weeks, however it can take longer depending on whether all the documents are completed as required.**

Commercial Invoice Requirements for Countries Outside of South African Border (Kits shipped from Cytespace)

The Cytespace Clinical Trial Materials (CTM) team provides a Proforma invoice once the kits are built. This is shared with Biocair. They send it to the Importer of Records (IOR). The IOR will contact the sites to confirm they have a valid Import License (IL). If sites do not have a valid IL kit will not be released to sites by the IOR teams.

For shipments where a commercial invoice is required, please verify, and sign the pre-printed customs invoice provided. Place a copy of the invoice into the document pouch provided and affix it to the box. Provide a copy to the driver and retain a copy at site. **Do not label over any existing print on the box.**

For any queries about specimen shipments at any time, please contact the courier using the details provided on your courier information sheet.

STANDARD AND PREMIUM COURIER SERVICES

Standard couriers are the most frequently used couriers and handle the majority of sample shipments between investigator sites and IQVIA Laboratories facilities.

Depending on study needs, the sponsor may request that IQVIA Laboratories set up your site to use the Marken premium courier service. The booking and collection process for the premium courier service will differ from that of any standard courier you may also be working with.

Your IQVIA Laboratories Project Management team will provide courier information documents for the applicable courier via the Portal.

Standard couriers

The standard courier used in South Africa is TNT/FedEx. Your IQVIA Laboratories Project Management team will provide courier information documents for the applicable courier via the Portal.

Ambient & Refrigerated Shipments: All materials required for ambient and refrigerated sample shipping via TNT/FedEx will be provided to you by IQVIA Laboratories. Please re-order these supplies from IQVIA Laboratories as required.

When contacting the courier to book an ambient or refrigerated collection, please ensure you have the pre-printed air waybill (AWB) number you will be using to ship available.

Frozen Shipments: All materials and paperwork required for frozen sample shipping via TNT/FedEx.

Booking a collection with TNT/FedEx

To book a collection, please refer to the courier booking information pack or sheet provided to you by the IQVIA Laboratories project management team.

It is important to be aware of the **expected transit time** for shipments from your site – this can be found in the courier information sheet.

On the day of collection

- **Frozen shipments only:** Site must contact the Johannesburg TNT depot 24 hours prior to collection, using the TNT/FedEx Call-By Cut-Off (CBCO) document provided by the IQVIA Laboratories Project Management Team via the Portal.
 - Sites must contact TNT/FedEx before the call-by time detailed on this CBCO insert.
 - The TNT/FedEx driver will deliver the dry ice to the site when required.
 - Please note, with this service, the TNT/FedEx driver only delivers the dry ice on the requested date and time.
- **All shipment types:** Please insert prepared biological samples into the box and seal the outer box. See [Shipping Guidance](#) for additional instructions.

Premium Courier Service (Marken)

If your site is set up to use Marken premium courier service, the IQVIA Laboratories Project Management Team will provide a Marken Welcome Pack, including a collection request form and transit/booking times, via the Portal. Note the responsible CRA for your site will likely also receive a copy of the Welcome Pack directly from Marken via email.

Marken will provide all packaging materials and paperwork (air waybills, commercial invoices etc) for shipping so there is no need to order these from IQVIA Laboratories. However, you can refer to the [Shipping Guidance](#) in this document for **general** packaging instructions.

Booking a collection with Marken (Premium)

Use the booking form included in your Welcome Pack to arrange the collection with your local Marken office. **You can find the local contact details on the booking form.**

Marken will confirm receipt of the booking request either via email or telephone and will process the booking within their system. A reference number will be generated and shared with the site for your reference.

On the day of collection

The Marken driver will go to the investigator site at the requested collection date and time to collect the samples.

The driver will have all packaging and dry ice, if required, with them at point of collection along with the Air Waybill document which will be applied to the site.

- **Please note:** for same day collection requests, the driver may not always have the Air Waybill with them and in this case this would be applied when the shipment arrives back at the local Marken facility.

The shipping site should enclose a copy of the customs invoice within the shipment when packing the samples.

Marken will prepare the shipment for export to the receiving country within the required transit times.

SHIPPING GUIDANCE

The IQVIA Laboratories Project Management Team will provide your site with booking and contact information for the applicable courier(s). This information can be found in the Document Center area of the Portal, along with additional documentation covering the **study-specific** sample collection, processing, and shipping information.

IATA Requirements

To ensure compliance with IATA (International Air Transport Association) Dangerous Goods Regulations, please note that, as the shipper, you are responsible to pack, mark, label the shipment and declare on the Air Waybill all in accordance with IATA Dangerous Goods regulations requirement. The courier will inspect your completed shipment/shipping paperwork in your presence and if there are mistakes made, will guide you through making the necessary corrections.

IMPORTANT: it is essential to ensure that the IATA labelling is not covered in any way. Take care when attaching Air Waybills and invoices to the packaging. If even a small portion of the IATA marking is covered, this may cause your shipment to be rejected.

Ambient and Refrigerated Samples

Gel Pack instructions.

Note: should you require additional gel packs, these can be ordered via the Portal.

Gel Packs for Ambient Shipments

Gel packs should be shipped refrigerated **or** at room temperature, depending on the local, external temperature.

As temperatures and seasonal variances differ from country to country, please refer to the following guidelines for using your gel packs.

If External Temperature is $\geq 25^{\circ}\text{C}$ (77°F)	If External Temperature is $< 25^{\circ}\text{C}$ (77°F)
REFRIGERATE the gel wrap. <i>NOTE: Refrigerate the gel wrap for a period of <u>24 hours</u> prior to use.</i>	Store the gel pack at <u>ROOM TEMPERATURE</u> (Do not refrigerate).

Gel packs for Refrigerated Shipments

A selection of gel packs should be stored in both the refrigerator and freezer, as both chilled and frozen gel packs are required for refrigerated sample shipments.

NOTE: It is not necessary to separate the gel from their sleeves.

Conditioning Frozen Gel Packs:

- Place the Gel Packs into a freezer set at -20°C.
- Let Gel Packs remain in the freezer for 72 hours before using. **Note:** any deviation from this could result in a different thermal performance.
- Let the Gel Packs remain at room temperature for a minimum of 30 minutes before using.

Conditioning Refrigerated Gel Packs.

- Place the Gel Packs into a refrigerator set at +5°C.
- Let Gel Packs remain in the refrigerator for 72 hours before using. **Note:** any deviation from this could result in a different thermal performance.

For an ambient sample shipment, you will be provided with:

- Absorbent tube holder
- Plastic bag (for urine tubes, if applicable)
- Specimen Shipping Bag (SSB)
- Gel packs – 1 x 16oz (refer to above instructions for conditioning)
- IATA contents card
- Shipper (box)
- Air Waybill

To package ambient samples for shipment:

- 1) Place tubes in absorbent tube holder (urine tubes in plastic bag, if applicable).



- 2) Place tube holder (and plastic bag with urine tube, if applicable) into the front pouch of the Specimen Shipping Bag (SSB) and place the corresponding requisition form into the back pouch. Seal bag.



- 3) Place sealed SSB between layers of gel pack (see below for gel pack guidance), then place into Foil Bag and seal. Note: two SSBs can be shipped in one foil bag, per shipper.



- 4) Place foil bag into shipper with IATA contents card.



- 5) Attach air waybill and, if applicable, a copy of the commercial invoice to outside of box.

For refrigerated samples, you will be provided with:

- Absorbent tube holder
- Plastic bag (for urine tubes, if applicable)
- Specimen Shipping Bag (SSB)
- Foil bag
- Gel Packs – 2 x 675g, 3 x 500g (refer to above instructions for conditioning)
- IATA contents card
- Cooler (internal packaging)
- Shipper (external box)
- Air Waybill
- Commercial Invoice

To package refrigerated samples for shipment:

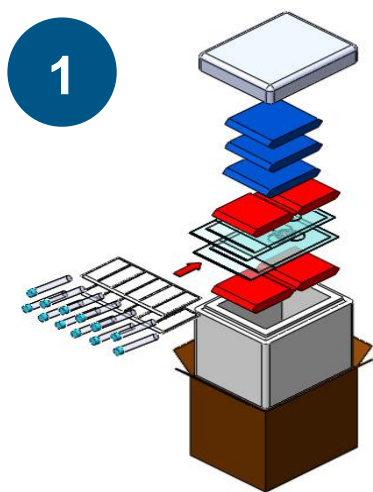
- 1) Ensure Gel Packs have been removed from the cooler and have been conditioned per above instructions prior to use.
- 2) Place tubes in absorbent tube holder (urine tubes in plastic bag, if applicable).



- 3) Place tube holder (and plastic bag with urine tube, if applicable) into the front pouch of the Specimen Shipping Bag (SSB) and place the corresponding requisition form into the back pouch. Seal bag.

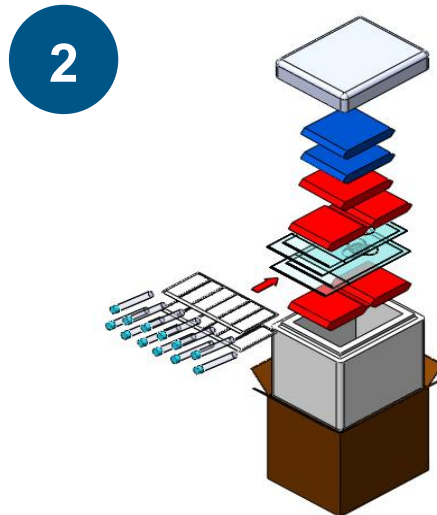


- 4) Place 1 refrigerated 675g Gel Pack into the cooler on top of the SSB, **then**:
 - a. **Summer packaging (see image 1 below)**: Place 3 frozen 500g Gel Packs on top of the refrigerated Gel Pack.
 - b. **Winter packaging (see image 2 below)**: Place 1 refrigerated 500g Gel Pack on top of the first refrigerated Gel Pack.



SUMMER CONFIGURATION

When the shipper is exposed to temperatures greater than 15°C (59°F), at the point of origin



WINTER CONFIGURATION

When the shipper is exposed to temperatures less than 15°C (59°F), at the point of origin.

- 5) Place lid back on the cooler and place the IATA content card on top.
- 6) Close and seal the outer carton for shipment, with air waybill and, if applicable, a copy of the commercial invoice attached to the box.

Frozen & combination samples

NOTE: Dry ice and other packaging supplies will be delivered on the day of shipment and the driver will then return later in the day to pick up the samples. **It is the responsibility of site staff to pack the samples ready for collection.**

Instructions may vary depending on courier – please refer to your courier booking pack or information sheet.

To package frozen samples for shipment:

- 1) Place tubes in absorbent tube holder.



- 2) Place tube holder into the front pouch of the Specimen Shipping Bag (SSB) and place the corresponding requisition form into the back pouch. Seal bag.



- 3) Place SSB and dry ice (20lb or 10kg) into bottom of shipper. For batch shipping, multiple SSBs or a cryobox may be placed in one frozen shipper.



- 4) Place the foam lid on the insulated container. Place the IATA contents card on top of the foam lid and secure shipper flaps.



- 5) Attach the air waybill to the outside of the box. Ensure to indicate the amount of dry ice and shipper information on the outside shipper label.
- 6) Do not cover any printed markings on the outside of the box!



Example outer box
(appearance may vary)

To package samples for shipment in a combination shipper:

- 1) Place tubes in absorbent tube holder.



- 2) Place tube holder into the front pouch of the Specimen Shipping Bag (SSB) and place the corresponding requisition form into the back pouch. Seal bag.



- 3) The combination shipper allows shipment of ambient and frozen samples in separate compartments (see image on right). **NOTE:** Combination shippers should only be used when shipping both ambient and frozen samples together. Please use the appropriate shipper (ambient OR frozen) if you are only shipping samples of one temperature.

- **AMBIENT:** Place the sealed SSB with ambient specimens between the two layers of the gel wrap. Then, place the gel-wrapped SSB into the **top** section of the combination shipper and cover with lid.
NOTE: when used with the combination shipper, the gel wrap should be used ambient year round.
- **FROZEN:** Place the sealed SSB with frozen samples in the **bottom** section of the combination shipper and cover with enough dry ice to fill up the remainder of the box. Place foam lid over.



- 4) Place the IATA contents card on top of the foam lid and secure shipper flaps.
- 5) Attach the air waybill to the outside of the box. Ensure to indicate the amount of dry ice and shipper information on the outside shipper label.
- 6) Do not cover any printed markings on the outside of the box!



Example outer box
(appearance may vary)

EXAMPLE AIR WAYBILLS & COMMERCIAL INVOICES

TNT - AMBIENT

The top section of the air waybill is adhesive. Peel the top section of the TNT airway bill, and stick it on to the top of the shipping box.

Detach top section of air waybill at perforated line.

This section will be signed by the driver and should be kept for site records.

If shipment is to be made on a Friday (24 hour zone) or Thursday (48 hour zone), please tick "Saturday delivery" boxes.

These two sections must be handed to the TNT driver when the driver collects the shipment.

The sender must sign and date here in both sections.

From (Collection Address) AIR WAYBILL
 Name: TEST FRANCE
 Collection Address: TEST STREET
 City: PARIS
 Province:
 Postal/Zip Code: 75999
 Country: FR
 Contact Name: PAUL LEAHY
 Tel No:
To (Receiver Address)
 Name: Q Squared Solutions
 Receiver Address: The Alba Business Park
 Rosebank
 LIVINGSTON
 City: WEST LOTHIAN
 Postal/Zip Code: EH54 7EG
 Country: GB
 Contact Name: Stewart Black
 Tel No: 01506816043
 Service: (15N) Express (non-doc)
 Invoice Terms: Receiver Pays A/C 000330796
 Date
Customer Ref.:
 Description of Goods: Biological Substance Category B, UN3373 - 1 Box
 Number of Pieces: 1
 Dimension per Item: 22 x 19 x 12 cm
 Total Weight: 0.7 kg
 Special Delivery Instructions: Biological Substance Category B, UN3373 - 1 Box
 Saturday Delivery ☐ Insurance: N
 Currency: Value:
 Carriage of this consignment is subject to our standard Terms & Conditions of carriage, a copy of which has been provided to you. They limit our liability in accordance with the Warsaw Convention 1929 and the CMR 1956.

From (Collection Address) AIR WAYBILL
 Name: TEST FRANCE
 Collection Address: TEST STREET
 City: PARIS
 Province:
 Postal/Zip Code: 75999
 Country: FR
 Contact Name: PAUL LEAHY
 Tel No:
To (Receiver Address)
 Name: Q Squared Solutions
 Receiver Address: The Alba Business Park
 Rosebank
 LIVINGSTON
 City: WEST LOTHIAN
 Postal/Zip Code: EH54 7EG
 Country: GB
 Contact Name: Stewart Black
 Tel No: 01506816043
 Service: (15N) Express (non-doc)
 Invoice Terms: Receiver Pays A/C 000330796
 Sender Signature: Date:
 Received by TNT
 Name: Dutiable Shipment Details (complete where appropriate)
 Date: Time: Receivers VAT/VATN/WWST No.
 Currency: GBP Value: 5

Investigator Receipt
 From: TEST FRANCE
 To: Q Squared Solutions
 Consignment Note Number: GE417353952WW
 Customer Reference:
 Collected by TNT (Signature) Date Time Sender Signature

On **FRIDAYS**, it is mandatory to insist on having the samples delivered to IQVIA Laboratories the next morning (**SATURDAY**). Please make sure that you write the words "**SATURDAY DELIVERY**" in the section "**SPECIAL DELIVERY INSTRUCTIONS**" on the air waybill before handing it to the TNT courier and attach a 'Weekend delivery' label to the shipper.

Note: Air Waybill shipping documents are site and trial-specific. Please only use those documents assigned to your site and for the specific trial for which samples are being shipped

TNT – FROZEN (with combination)

The top section of the air waybill is adhesive. Peel the top section of the TNT airway bill, and stick it on to the top of the shipping box.

Special Delivery Instructions:

Packed in Dry Ice Class 9, UN1845 Net weight of Dry Ice 3 kg.

If shipment is to be made on a Friday (24 hour zone) or Thursday (48 hour zone), please tick "Saturday delivery" boxes.

Detach top section of air waybill at perforated line.

This section will be signed by the driver and should be kept for site records.

These two sections must be handed to the TNT driver when the driver collects the shipment.

The sender must sign and date here in both sections.

RETURN AWB LABEL TO STICK ON SHIPMENT

From (Collection Address) AIR WAYBILL
Name: TEST FRANCE
Collection Address: TEST STREET
City: PARIS
Province:
Postal/Zip Code: 75009
Country: FR
Contact Name: PAUL LEAHY
Tel No:

To (Receiver Address)
Name: Q Squared Solutions
Receiver Address: The Alba Business Park
 Rosebank
 LIVINGSTON
 WEST LOTHIAN
City: EH54 7EG
Province: GB
Postal/Zip Code:
Country:
Contact Name: Stewart Black
Tel No: 01506816043

Service: (15N) Express (non-doc)
Invoice Terms: Receiver Pays A/C 000330796

Date

TNT
 "GE417353966WW"
Q²Solutions

Customer Ref.:
Description of Goods:
 1 Box, UN2373, Biological Substance Category B
 Packed in Dry Ice Class 9, UN1845 Net Weight 3KG

Number of Pieces: 1
Dimension per Item: 23 x 26 x 28 cm
Total Weight: 5 kg

Special Delivery Instructions:
 Packed in Dry Ice (or Carbon Dioxide Solid) As Coolant or As Conditioner, UN1845 Class 9 Net Weight 3kg- 1 Box

Saturday Delivery ☐ **Insurance:** N
Currency: **Value:**

Carriage of this consignment is subject to our standard Terms & Conditions of carriage, a copy of which has been provided to you. They limit our liability in accordance with the Warsaw Convention 1929 and the CMR 1956.

TNT DATA ENTRY COPY FOR TNT COURIER

From (Collection Address) AIR WAYBILL
Name: TEST FRANCE
Collection Address: TEST STREET
City: PARIS
Province:
Postal/Zip Code: 75009
Country: FR
Contact Name: PAUL LEAHY
Tel No:

To (Receiver Address)
Name: Q Squared Solutions
Receiver Address: The Alba Business Park
 Rosebank
 LIVINGSTON
 WEST LOTHIAN
City: EH54 7EG
Province: GB
Postal/Zip Code:
Country:
Contact Name: Stewart Black
Tel No: 01506816043

Service: (15N) Express (non-doc)
Invoice Terms: Receiver Pays A/C 000330796

Sender Signature: **Date:**

Received by TNT
Name: **Date:** **Time:**

Dutiable Shipment details
 (complete where appropriate)
 Receivers VAT/TVA/ETW/MVST No.
 Invoice Value of dutiable
 Currency: GBP **Value:** 5

Investigator Receipt
From: TEST FRANCE
To: Q Squared Solutions
Collected by TNT (Signature) **Date**

Consignment Note Number: GE417353966WW
Customer Reference: **Time** **Sender Signature**

SHIPPER'S COPY

DO NOT ATTACH TO SHIPMENT

On **FRIDAYS**, it is mandatory to insist on having the samples delivered to IQVIA Laboratories the next morning (**SATURDAY**). Please make sure that you write the words "**SATURDAY DELIVERY**" in the section "**SPECIAL DELIVERY INSTRUCTIONS**" on the air waybill before handing it to the TNT courier and attach a '**Weekend delivery**' label to the shipper.

Note: Air Waybill shipping documents are site and trial-specific. Please only use those documents assigned to your site and for the specific trial for which samples are being shipped

MARKEN

Shipper		Consignee		Waybill Number	
TBC		Q Squared Solutions Limited		632X04878357	
TBC		The Alba Campus		Sched Collection	
TBC		Livingston EH54 7EG		11 Jan 2016	
Livingston		United Kingdom		Sched Delivery	
United Kingdom		Contact Robert Stewart		13 Jan 2016	
Contact		Reference EP001		Client Account	
Reference		Telephone 01506 816000		UK1004	
Telephone					

Content Description	Pcs	Range (°C)	Kgs	Packaging	Supplier	Dimensions (cm)				DG	UN	Probe	Notes
						L	W	H					
Biological Sample - Human CAT B													
TOTALS		Pieces	Actual Kgs	Volu Kgs	Value								

Special Instructions	Collected in good order & condition	Received in good order & condition
MUST DELIVER ASAP AM, FR, REF, LN2 HAVE 48HRS STABILITY REPLENISH DRY ICE LEVELS IF NECESSARY STORE REFRIGERATED AT 2-80C	Signature	Signature
Shippers signature	Printed name	Printed name
Printed Name	Date	Time
Date	Photo ID type	

NOTE: The goods described above are accepted in apparent good order and condition (except where noted by shipper or noted above) for delivery to the stated consignee, subject to Marken's Standard Terms and Conditions, available for review at <http://www.marken.com/terms-and-conditions.aspx>, which limit Marken's liability

Your signature



Print name
and date

**FOR FROZEN SHIPMENTS
ONLY:** Indicate the
amount of dry ice in
kilograms, usually 3 kg.

If you are shipping samples on a Thursday (48 hours transit zone) or a Friday (24 hours transit zone) and they will be delivered on a Saturday, please ensure that you inform Marken that it is a Saturday delivery when booking the shipment. Failure to do so may result in your samples not being delivered to IQVIA Laboratories within stability.

Note: Air Waybill shipping documents are site and trial-specific. Please only use those documents assigned to your site and for the specific trial for which samples are being shipped

WORLD COURIER

		World Courier S.A. (Pty) Ltd. PO Box 218 Isando 1600. Telephone: (011) 394 3880 Facsimile: (011) 394-4361 A/H: 083 700 4511		NON-NEGOTIABLE WAYBILL 270867561  270867561	
ACCOUNT #:	BILLING REFERENCE:	REC'D BY WC (NAME):	P/U TIME:	P/U DATE:	
FROM (SHIPPER)		TO (CONSIGNEE)			
SHIPMENT INFORMATION FULL DESCRIPTION OF CONTENTS (including Packing and Marks): SPECIAL HANDLING:					
# OF PCS.	WEIGHT: <input type="checkbox"/> KGS <input type="checkbox"/> LBS	DIMENSIONS: <input type="checkbox"/> CM <input type="checkbox"/> IN	DOES THIS SHIPMENT CONTAIN DANGEROUS GOODS? <input type="checkbox"/> NO <input type="checkbox"/> YES (per attached shipper's declaration) <input type="checkbox"/> YES (shipper's declaration not required)		
COUNTRY OF ORIGIN:	DECLARED VALUE FOR CUSTOMS:	DECLARED VALUE FOR CARRIAGE:	CHECK IF SURCHARGE ELECTED: <input type="checkbox"/>		
<small>PLEASE SEE REVERSE SIDE FOR SUMMARY CONDITIONS OF CARRIAGE. By tendering this shipment to World Courier, shipper agrees to the Conditions described therein. WORLD COURIER'S LIABILITY IS LIMITED. Liability for loss, damage, or delay of this shipment is limited to the greater of 19 Special Drawing Rights per kilogram of this shipment or US\$150. This shipment may also be subject to the liability limitations established by the Montreal Convention and other international conventions. Liability may be increased if shipper states in this waybill a declared value for carriage higher than the liability limitations that would otherwise apply and pays the surcharge quoted by World Courier. Under no circumstances shall World Courier be liable for special, punitive, consequential, indirect, or incidental damages or losses. Please see reverse side for details.</small>					
PRINT NAME OF SHIPPER OR SHIPPER'S AGENT:		DATE:		PRINT NAME OF CONSIGNEE OR CONSIGNEE'S AGENT:	
SIGNATURE OF SHIPPER OR SHIPPER'S AGENT:		TIME:		SIGNATURE OF CONSIGNEE OR CONSIGNEE'S AGENT:	
X				X	

Your signature

Note: Air Waybill shipping documents are site and trial-specific. Please only use those documents assigned to your site and for the specific trial for which samples are being shipped

REVISION LOG

Date/Version	Page(s)	Revision	Notes
V01 August 2025	N/A	N/A – first version	