



AMERICAN SHEA BUTTER INSTITUTE

Directives for Submitting Samples for Grade Analysis

Complete this form and return with your sample to the address given in # (13), **Overnight shipment or the quickest method of delivery recommended in the months of April to October. This will avoid prolong exposure to very high temperature while in transit.**

(1) Contact information:

Your name or Company's representative: _____

Company name _____

City, _____

Province, _____

Country, _____

Postal code, _____

Telephone, _____

Email, _____

Website (if applicable) , _____

(2) Sample size:

We require a One pound sample

(3) How many samples are you submitting?

Circle one 1 2 3 4 5 6 7 8

(4) Sample packaging:

Pack sample in a non-breakable container (plastic is preferable). A plastic container with screw on top is best. The container should close air tight. (Air tight container will prevent leakage and spills should butter melt while in route to USA.

5) Sample identification, name or label:

Make sure the sample name or identification code is affixed to the container containing the sample. Unlabelled samples will be discarded

(6) Production date:

Give the month and year your shea butter was prepared:
Give month ____ and year _____

(7) Give the location where your shea butter was prepared:

City, _____ village _____

Country, _____ Province, _____

(8) Method of preparation:

Tradition or Mechanical

(9) Additives:

List all additives used in the preparation of this shea butter

A _____ B _____ C _____

D _____ E _____ F _____

(10) Size of Parental Batch:

The parental batch is the batch in which the sample was taken.
How many tons is the parental batch _____

11) Fees:

To cover the cost of testing you must include a check (bank draft) drawn on any USA bank for the amount of 600 (six hundred dollars) for each sample submitted, If you wish to pay by credit card or debit card send us an email stating same. We will send you a pay pal invoice for electronic payment. You may also forward payment by Western Union. Payment must be received before lab work is started.

(12) Testing Turn-Around Time

We require 10 – 14 business days to complete your report. Your report will be sent back to you by email.

(13) Ship to Address:

ATT:
Dr. Samuel Hunter, Client Services
American Shea Butter Institute
619 Wandering Court
Columbus, GA 31907

Direct all inquiries or comments to:

Dr. Samuel Hunter
Email: drhunter@sheainstitute.com
Tel: 404 644 1637