

Complete sections 1 and 2 and submit to the address at the bottom of this form.  
**A copy of this Insect Submission Form must accompany the specimen(s).**

## SECTION 1 - INSECT SUBMISSION FORM

### SENDER INFORMATION

### INSECT INFORMATION

Name		Date Collected	
Address (Optional)		Probable location where specimen was collected	
Telephone		Number of Specimens submitted	
Email			
Additional Information			

*I have read and accept the Limitation of Liability and Terms and Conditions outlined on Page 3* Initials \_\_\_\_\_

Entomogen Inc. charges \$69.00 CAN + 13% HST per specimen identified. If you have more than one type of insect to identify, and they are of a different taxonomic order, family or species, please enter the appropriate number of samples sent and submit the correct payment amount.

## SECTION 2 – PAYMENT INFORMATION

Name on Credit Card			
Credit Card Number			
Expiry Date		CVV	
Signature			

## SECTION 3 - INSECT INFORMATION (To be completed by Entomogen)

Date Received:	Number of Specimens:
Insect ID No.:	ID Results:

**\*\*Please take time to read through the instructions and disclaimers below.\*\***

## INSECT SUBMISSION INSTRUCTIONS

1. Small insects can be collected using a Q-tip or a camel's hairbrush dipped in alcohol. It is a good idea to record any information about the sample when it is collected and include this on the Insect Identification Order Form. If the sample is badly damaged, please try to find an intact sample to send.
2. If you have more than one specimen of the same kind, send them all in the same vial.
3. After you have collected the insects, they must be killed quickly to avoid damage. Most insects can be killed by freezing them. The insect(s) should be placed in a vial and remain in the freezer for at least 2 hours. Please do not apply any kind of tape or glue directly on the insect or crush it in any way.
4. **Entomogen will only accept visible insect specimens for identification.**

## HOW TO PACKAGE AND SUBMIT INSECT SAMPLES

1. Fill out the form with as much information as possible. Please write in pencil or permanent ink that will resist smearing in case the form gets wet.
2. Place the insect(s) in a vial or pill bottle.
3. Place the information sheet and specimens inside an envelope or small box. Please make sure your name is clearly marked on all items.
4. Mail, courier or hand deliver specimens to:  
Entomogen Inc.  
140 Welland Avenue, Unit 9  
St. Catharines, ON L2R 2N6

*\*NOTE\* Please be aware that if a specimen is submitted by standard mail it may take upwards of 1 to 2 weeks to arrive. We recommend using an express service through Canada Post or a courier service such as Purolator or Fed Ex to expedite the process.*

**DISCLAIMER AND LIMITATION OF LIABILITY**

While Entomogen Inc. takes care in preparing reports for clients, it does not warrant that the information provided will be free of errors or omissions or that it will be suitable for your purposes. Entomogen Inc. will not be responsible for the results of any actions taken by you or any other person on the basis of the information contained in the report or any opinions expressed therein.

All terms, conditions and warranties (including any warranty as to merchantable quality or fitness for purpose) implied by common law or statute (“implied warranties”) as to the manner, quality and timing of the services are excluded unless the exclusion of any such implied warranties would contravene the law. Entomogen’s liability to you for a breach of any conditions or implied warranties is limited at Entomogen’s option either to re-perform the service or to refund the fees paid for the service.

Specimens will be identified to the lowest practical level. If specimen(s) sent are not suitable for processing due to missing or damaged body parts or improper storing and shipment, Entomogen may use DNA barcoding, which is a taxonomic method that uses short genetic markers in an organism's DNA to identify it. **Entomogen reserves the right to decline a request for identification and testing.**

**INSECT IDENTIFICATION TERMS AND CONDITIONS**

Entomogen Inc. aims to complete requests **within 7 days of receipt of both the sample and full payment**. Specimens that require DNA barcoding may require a longer time to complete the request. Work that requires greater urgency will have a surcharge applied.

Specimens sent for testing should be in good condition (as complete as possible) and properly preserved and packaged - please see above.