

# Insect Identification Order Form



Please fill out the form as completely as possible and mail it to: 140 Welland Avenue, Unit 9  
St. Catharines, Ontario L2R 2N6  
Canada

\*NOTE: A report with the identification results will not be submitted until the full payment has been received.

## Part A: Submission Details

Name:	Phone:
Address:	Email:
	Fax:

## Part B: Insect Sample Information

Number of Specimens sent: _____	Report should be submitted in the following format:
Date Collected MM/DD/YYYY: _____	_____ e-mail _____ phone
Date Sent MM/DD/YYYY: _____	_____ fax _____ mail

Where was the specimen collected:

## Part C: Cost of Services

Entomogen Inc. charges \$50.00 CAN + 13% HST per species identified. If you have more than one type of insect to identify, and they are of different species, please enter the appropriate number of samples sent and submit the correct payment amount.

Number of specimens: _____	Total Due:
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## Part D: Payment Information

Name of Cardholder (as on card):	
Credit Card Number:	Credit Card Type:
Expiry Date:	Signature:

**\*\*If paying by money order please send paymnt to 140 Welland Avenue, Unit 9, St. Catharines, ON, L2R 4N6**

# Insect Identification Service



## DISCLAIMER AND LIMITATION OF LIABILITY

While Entomogen takes care in preparing identification 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 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 identification report or any opinions expressed in it.

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 identification 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 identification service or to refund the fees paid for the service. Sometimes the specimen(s) sent may

Sometimes the specimen(s) sent may not be suitable for identification due to missing or damaged body parts. In such cases, we reserve the right to decline a request for identification. If the shipment is to be returned to the sender, we will deduct the return shipping cost from the pre-payment and refund the balance.

## INSECT IDENTIFICATION TERMS AND CONDITIONS

### Insect Identification Process

- Entomogen Inc. normally charges for identifications and information provided
- Charges are based on the estimated time required to fulfill a request, and includes all associated costs
- Entomogen Inc. aims to complete requests within 72 hours of receipt of both the sample and full payment, work that requires greater urgency will have a surcharge
- Specimens sent for identification should be in good condition (as complete as possible) and properly preserved and packaged - please see Instructions page provided
- Specimens sent for identification will be retained by Entomogen Inc. unless their return is specifically requested
- Entomogen Inc. reserves the right to decline a request

# Instructions for Submitting Insects



Materials for Submission of Samples Include: An Insect Identification Form (submitted online or by mail), a padded envelope or box for mailing, a vial, and a ziploc bag.

## HOW TO COLLECT INSECT SAMPLES

Small insects can be collected using a Q-tip or a camel's hair brush 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. If you have more than one specimen of the same kind, send them all in the same vial.

## HOW TO PRESERVE INSECT SAMPLES

After you have collected the insects, they must be killed quickly to avoid damage. Most insects can be killed by placing them in a vial containing common rubbing alcohol (70% alcohol). However, if the insect has delicate wings, such as a mosquito or butterfly, please kill it by freezing. 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.

## HOW TO 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 information sheet and money order (unless paid online) inside a ziploc bag to protect the papers if the vial leaks or breaks during shipment.
3. Place the insect(s) in a vial or pill bottle following the proper preservation methods outlined in the Preservation section. Please ensure the cap of the vial has been screwed on tightly.
4. Place the ziplock bag and insect sample inside an envelope or box and please make sure your name is clearly marked on all items.
5. Mail, ship or deliver samples to Entomogen Inc. as quickly as possible

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