

DIRECTIONS FOR SENDING SPECIMEN

- A. **New Clients** - Read, sign and return (a) Bio-Evaluation Fee Schedule - surrogate (b) Informed Consent and Waiver Agreement (c) Client Information Sheet. *Tests cannot be done without signed paperwork.*

Current Clients - Client Re-Evaluation Progress Report or short note. Include: any continuing complaint/symptoms, new complaint/symptoms, any negative reactions to remedies or supplements, positive reactions to supplement or remedies, and primary concerns for re-evaluation.

- B. Keep the Document "How to Use" your charged homeopathic remedies and refer to it when you receive your remedies.
- C. Please make sure that samples are sent in the sterile **glass** bottle provided or recycled remedy bottles that have been sterilized by boiling (described below). **DO NOT SEND SAMPLES IN PLASTIC CONTAINERS, or with metal caps. PLEASE SEND A MINIMUM OF 2 OUNCES OF SPECIMEN.**
- D. **Call before sending** your test as evaluations are done by **APPOINTMENT ONLY**. For consultations or questions call 505-424-8808. **Cancellations require a 48 hr notice. You will be charged \$50 for any missed appointment (except in the event of delivery service problems).**
- E. Send sample and paperwork via **FedEx , specifically labeled priority overnight. Do not send samples via UPS or US Mail, to do so will result in late delivery and possibly having to delay your evaluation or reship specimen another day. Please sign address label where indicated to waive signature for delivery. You are responsible for all shipping charges.**
FedEx: 1-800-463-3339 for Pick-Up or Drop Off locations

Your test will be done the day it is received. You will be contacted within 1-2 days with results of your evaluation.

Payment of \$160 is due when sending in specimen. Any balance due will be invoiced. Payment is due upon receipt of remedies and supplements **and a late fee will be charged if payment is not received within 10 days.** You may use Mastercard or Visa to make your payment (use client information form or provide us with name, number, and expiration date on MC or V).

Send samples and make payments payable to:

Holistic Healing Solutions 2308 Camino Vado, Santa Fe NM 87507

SPECIMEN PREPARATION

1. **Use the pre-sterilized 2-ounce bottle sent from our office, or sterilize two 1-ounce remedy bottles / one 2-ounce remedy bottle.** To sterilize, boil bottles and droppers for 7 minutes and let cool.
2. Urinate into paper cup (first morning urine is best, but not essential). Fill 2-ounce bottle or both 1-ounce bottles (2-ounce minimum amount). Cap tightly and wash bottles off. Label bottles with your name in your own handwriting.
3. Wrap bottles securely in bubble wrap, tape and place into Ziploc-type bag.
4. Enclose paperwork and check or Mastercard/Visa information.
5. Mail in padded envelope or box with packing material so glass will not break. Mark the package fragile.
6. **Ship by FedEx Priority Overnight for next-day morning delivery (noon delivery). If we do not receive your sample in the morning, we are not able to test during the business day, and the sample becomes invalid.**
7. Due to increased security and x-ray scanning we are suggesting that you purchase a lead lined film bag to put your specimen in. The bag will be returned to you with your homeopathic remedies. Please label the bag with your name.