

**Print this page and include with your pipette shipment**  
**(If information applies to all pipettes included, only one form required per shipped package)**

Follow these instructions carefully when preparing your pipette(s) for shipment. Please send your pipettes within one week. If you have used a credit card for payment, any service unable to be completed within 30 days will require you to resubmit/authorize your credit card.

- **Decontaminate** each pipette completely, e.g. with 70% ethanol or 10% bleach (acceptable for MLA-brand pipettes only).

**Decontamination Confirmation:**

*I confirm that all materials included in this shipment have been decontaminated and cleaned of any potential biological, radioactive or chemical hazard using appropriate and suitably documented procedures.* Method used \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Company \_\_\_\_\_

Position/Title \_\_\_\_\_

- **Pack** each pipette in its original packaging. If original packaging is unavailable, a suitable "fragile goods" alternative should be used to prevent damage during shipping. Damage as a result of improper packaging is the responsibility of the customer.

- **Ship pipette(s) with:**

- 1) This completed and signed form
  - 2) Order pdf attached to your Order Confirmation email
- TO: VistaLab Technologies Service Department  
 ATTN: [Your Order #WD \_\_\_\_\_]  
 2 Geneva Road  
 Brewster, NY 10509  
 (914) 244-6226

**Note: Shipping cost that was paid for with order only covers return shipping. Customer is responsible for arranging and paying for all charges to ship pipettes to VistaLab, including any insurance.**

**Complete this section for ONLY ISO A & ISO B Calibration Service:**

Calibration Interval (next due date) to be included on ISO sticker:

- 3 months     6 months     9 months     12 months     Other (specify) \_\_\_\_\_

Do you require Calculated Uncertainty Data?

- No (No is the default. If you are unsure or want more information, contact Technical Support.)  
 Yes (Do not include Uncertainty in Pass/Fail results)  
 Yes (Uncertainty shall be accounted for in Pass/Fail results based on a 95% confidence level at k=2)

List any special instructions or comments here: