

# Service Order/Decontamination Report

\*Applicable if a contract exists/RGA no. is given

<b>Sender's Details</b>	
Contract/RGA number*:	
Company/Institute:	
Department:	
Contact person:	
Email:	
Telephone:	
Street address:	
Postal code and town:	
Country:	

<b>Return Address</b>	<input type="checkbox"/> Same as Sender's Address
Company/Institute:	
Street address:	
Postal code and town:	
Country:	

<b>Billing Address</b>	<input type="checkbox"/> Same as Sender's Address	<input type="checkbox"/> Same as Return Address
Company/Institute:		
Address:		
Postal code and town:		
Reference/Sender's name:		

Testing is performed using standard Sartorius tips, forward pipetting and ISO 8655 specification.

If you wish us to use other brands of tips, please send them with the pipette (5 tips/channel).

When sending other than Sartorius electronic pipettes, please include charger.

## Dispatch Instructions:

1. Clean the outside of the pipette using a soft lint-free cloth and 70 % EtOH.
2. Complete this Service Order/Decontamination Report carefully and place the printout in the package with the pipette(s). List all the pipettes being sent to service and the necessary extras, such as tips and chargers.
3. Pack the instruments and accompanying accessories with suitable packaging material to prevent the content from being damaged during transportation.
4. Address the package to:

**Pipette Service**  
**Sartorius Biohit Liquid Handling Oy**  
**Laippatie 1**  
**00880 Helsinki**  
**Finland**

Telephone: +358 50 4141 628

Email: [service.nordic@sartorius.com](mailto:service.nordic@sartorius.com)

Website: [www.pipettedoctor.com/lh\\_service\\_scandic\\_en.html](http://www.pipettedoctor.com/lh_service_scandic_en.html)

