

# SEMEN ORDER FORM

The Sperm Bank of California  
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www.thespermbankofca.org

**A COMPLETED SEMEN ORDER FORM MUST ACCOMPANY EACH ORDER. THANK YOU.**

*(See reverse for tips on ordering)*

Recipient Name: \_\_\_\_\_ Recipient Phone # (\_\_\_\_\_) \_\_\_\_\_

Recipient Signature: \_\_\_\_\_

Registered Medical Professional or Clinic: \_\_\_\_\_

Medical Professional's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Required annually beginning with the first order)*

<b>CHECK ONE:</b> <input type="checkbox"/> Shipment <input type="checkbox"/> Pick-Up
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## PLEASE PROVIDE THE FOLLOWING INFORMATION FOR EVERY ORDER:

- Donor number for this order:
- How MANY vials are you ordering? (please write in a number)  
# of unwashed vials: \_\_\_\_ 1cc unwashed vials  
  
# of washed vials: \_\_\_\_ .5cc washed vials (washed, IUI-ready vials are always .5cc in volume)
- How MANY inseminations do you plan to do this cycle attempt?  
 one     two     other: \_\_\_\_\_
- Your planned method of insemination - *Check all that apply:*     vaginal     intrauterine (IUI)     other: \_\_\_\_\_
- Your planned location for insemination - *Check all that apply:*  
 home     clinic     other: \_\_\_\_\_
- Are you using fertility drugs for this cycle attempt?  
 no     yes. If yes, please specify: \_\_\_\_\_
- Of the vials in this order, how MANY do you plan to store for future use at **YOUR DOCTOR'S CLINIC**, and **NOT** at **TSBC?** (e.g., for next month's cycle or later)?  
 none     one     two     other: \_\_\_\_\_

## SHIPMENTS ONLY:

**We must receive a completed Semen Order Form before each order is shipped**

*Please make sure that the delivery address, phone number, and fax number are complete and LEGIBLE. We cannot deliver to a post office box. Sunday deliveries are not available, but Saturday deliveries are available **only to certain locations** for an additional \$15.00 fee. Please call us for details.*

- All orders **MUST** be placed with a healthworker by **PHONE**. On what date did you place your order?
- Date you would like the order to arrive:
- Are we delivering to your:  
 Home     Doctor's office  
 Other, please specify: \_\_\_\_\_
- Delivery name and address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Delivery Phone Number: (\_\_\_\_\_) \_\_\_\_\_
- Delivery Fax Number: (\_\_\_\_\_) \_\_\_\_\_
- Can package be left at delivery address if no one is present to sign for it? (Only on home deliveries)     no     yes
- Other shipping instructions: \_\_\_\_\_

## PAYMENT:

*(please attach a check or money order for amount due or write your Visa/Mastercard/Discover number below)*

Payment Amount: credit card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 \$    Exp. Date: \_\_\_\_ / \_\_\_\_    Name on Card: \_\_\_\_\_

# TIPS FOR ORDERING

## Prior to scheduling your shipment or pick-up:

- ◆ Call our offices before your planned insemination to confirm donor availability and to let us know the quantity and type (regular or IUI-ready) of vials you would like to purchase. We recommend contacting us 1-2 weeks before you plan to ship or pick up.
- ◆ Please make note of the donor numbers you have purchased.
- ◆ Reminder: The Semen Order Form for your **first order** must be signed by your medical professional.
- ◆ We must receive a completed Semen Order Form (by fax, email or mail) **before** each order is shipped. If you are picking up your order at our office you have the option of bringing the Semen Order Form with you.

## Placing your order:

Call to schedule your shipment or pick-up with a healthworker, even if you have faxed your SOF in or left a message on our answering machine. **Your order is not confirmed until you have spoken with a TSBC staff member.**

### ◆ Pick up orders:

- Call at least one day in advance to schedule a pick-up.
- Let us know if you want to pick up in **dry ice**, which will keep samples frozen for 24-36 hours in a TSBC cooler, or in a **liquid nitrogen vapor tank**, which will keep the samples frozen for seven days. If you're choosing dry ice, bring a cooler large enough to hold at least a six-pack of soda (dry ice costs \$30), or you can buy an insulated TSBC box filled with dry ice for \$45. If you're picking up in a tank, we'll charge you a rental fee (\$25 a day) including the day you pick up and the day you drop off. Charges will be calculated once you return the tank.

Note: We are not able to guarantee the time samples will stay frozen in anything other than TSBC insulated coolers and TSBC liquid nitrogen tanks.

### ◆ Shipments:

- There is a **\$75 same-day shipping/change fee** (for orders placed or changed on the day of shipment)
- There is a **\$75 cancellation fee** (for orders cancelled on the day of shipment).

## Packaging Information:

### ◆ Liquid nitrogen vapor tank:

- We guarantee our liquid nitrogen tanks will keep semen samples frozen for seven days after receipt.
- Call two weeks before your desired **ship** date in order to determine tank availability.
- Late fee: There is a **\$25 per day fee** for tanks returned after their due date.

## Insemination Information

Thank you for completing the section on our Semen Order Form about the method, location, and number of your insemination attempts. Thank you as well for including any information regarding fertility drugs you may be taking this cycle. The information you provide is completely confidential and is used to compile data detailing the most successful methods for achieving pregnancy through donor insemination.