

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)

CHECK ONE: <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
____ .5cc 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:
- Would you like order shipped in:
 Liquid nitrogen vapor tank
- 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? 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 at least one month before your planned insemination to confirm donor availability and to let us know the quantity and type (regular or IUI-ready) of vials you need to purchase.
- ◆ Please make note of the donor numbers you have purchased.
- ◆ 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 or mail) **before** each order is shipped. If you are picking up your order at our office, simply bring 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 it in or left a message on our answering machine. **Your order is not confirmed until you have spoken with a phone counselor.**

◆ Pick up orders:

- Call at least one day in advance to schedule a pick-up.
- Let us know if you're picking up in **dry ice**, which will keep samples frozen for 48 hours, or in a **liquid nitrogen vapor tank**, which will keep the samples frozen for seven days. If you're picking up in ice, bring a cooler large enough to hold at least a six-pack of soda (dry ice costs \$25), or you can buy an insulated box filled with dry ice from us for \$40. If you're picking up in a tank, we'll charge the rental fee (\$20 a day) at the time you return the tank.

◆ Shipments:

- Let us know if you'd like your order shipped in a liquid nitrogen vapor tank or dry ice (see below for packaging options).
- 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 Options

◆ 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.
- If a tank is not available, we will ask if we can ship your order in dry ice.
- Late fee: There is a **\$20 per day fee** for tanks returned after their due date.

◆ Dry ice shipment:

- We guarantee our dry ice will keep semen samples frozen for **24 hours** after receipt.
- Call at least one week before your desired **ship** date for a dry ice shipment.
- All dry ice orders ship overnight; you cannot schedule a dry ice shipment to arrive on a Monday.
- You can replenish dry ice as needed; monitor the level of dry ice daily. Some mini markets and ice cream stores sell dry ice, or check the Yellow Pages under "Ice."

Insemination Information

Thank you for completing the section on our Semen Order Form about the method, location, and number of your insemination attempts, as well as whether you are taking fertility drugs this cycle. All this information is completely confidential, and we use it to compile data as to the most successful methods for achieving pregnancy through donor insemination.