



# Reproductive Technologies, Inc. THE SPERM BANK OF CALIFORNIA

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## A COMPLETED SEMEN ORDER FORM MUST ACCOMPANY EACH ORDER.

(This form is required each time you ship or pick up vials of semen)

Today's Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Recipient Name: \_\_\_\_\_ Recipient Phone # \_\_\_\_\_

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

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

### CHECK ONE:

- Shipment  
 Pick-Up

## 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. Saturday deliveries are available for **certain locations** for an additional 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 of vials (Raw or IUI-ready) 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.
- ◆ 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 or filling it out when you arrive.

## 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 a TSBC insulated cooler and a TSBC liquid nitrogen tank.

### ◆ 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.