



Reproductive Technologies, Inc.
THE SPERM BANK OF CALIFORNIA

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CD/KD/DD SHIPPING/PICK-UP ORDER CONFIRMATION FORM

INSTRUCTIONS:

1. Call 510-841-1858 to schedule a shipment/pick-up.
2. Fax or scan/email this form to confirm details *after* scheduling by phone.
Forms sent *before* scheduling your shipment/pick-up date WILL NOT result in a scheduled shipment or pick-up date.
If Recipient is not picking up, please bring a Recipient-signed copy of this form to the pick-up appointment.

Today's Date: ____/____/____

Name of Depositor/Donor: _____ Donor Date of Birth: ____/____/____

Recipient Name: _____ Recipient Date of Birth: ____/____/____

Recipient Signature: _____ Recipient Phone: _____

If picking up, Depositor or Authorized Representative Name and Signature:

Name Signature

1. Donor account number: _____
2. How MANY vials are you retrieving? (please write in #)
 # of unwashed vials: _____ 1cc UNWASHED (Raw) vials
 # of washed vials: _____ .5cc WASHED (IUI-ready) vials
3. Ejaculate Date(s)? _____
4. The vial(s) will be used for: *Check all that apply:*
 vaginal IUI IVF IVF/ICSI
 w/partner's egg w/egg donation

FOR SHIPMENTS ONLY:

Please make sure that the delivery address, phone number, and fax number are complete and LEGIBLE.
 Please call us to schedule this shipment BEFORE sending this form. Forms sent before calling cannot be accommodated.
We must receive this form no later than 10 AM on the scheduled shipping date.

1. All shipments MUST first be scheduled with a TSBC staff member by phone.
2. Date your shipment is scheduled to arrive:
3. Are we delivering to your:
 Home Doctor's office
 Other: _____
4. Delivery name and address:

5. Delivery Phone #: _____
6. Can package be left at delivery address if no one is present to sign for it? (Only on home deliveries) no yes
7. Other delivery instructions (must first be given over phone to ensure availability): _____

TIPS FOR ORDERING

Placing your order:

Call 510.841.1858 to schedule your shipment or pick-up with a healthworker, even if you have sent an email 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 or rent a tank.
- **Dry Ice:** If you're choosing to pick up in dry ice you can buy an insulated TSBC box filled with dry ice for \$60 or you may bring your own cooler and we will fill it for \$35. If you pick up in a TSBC cooler with dry ice it will keep samples frozen for 24-36 hours. If you want to use your own cooler, bring a hard walled cooler large enough to hold at least one six-pack of soda and no more than two.
- **Liquid Nitrogen Vapor Tank:** 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, no charge on days that we are closed. A tank will keep the samples frozen for **7 days**. 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 **\$100 same-day shipping/change fee** on all same day orders or changes on the day of shipment.
- There is a **\$75 cancellation fee** for orders cancelled on the day of shipment.
- All shipments are sent in a rental tank.

◆ Shipping/Pick-up Order Confirmation Form (SOF) is required for ALL orders:

- Send your SOF *after* you schedule your shipment/pick up to confirm your order.
- We must receive a completed SOF by fax, email or mail **before** vials can leave the building.
- If you are picking up your order at our office you have the option of bringing the SOF with you or filling it out when you arrive. **Each SOF must be signed by the recipient, the person who is inseminating.**

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.