



Reproductive Technologies, Inc.
THE SPERM BANK OF CALIFORNIA

2115 Milvia Street, Suite 201, Berkeley 94704 Phone 510.841.1858 Fax 510.841.0332 Email: staff@tsbca.org

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 schedule a shipment or pick-up.

Today's Date: ____/____/____

Recipient Name: _____ Recipient Phone # _____

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

Name of Registered Medical Professional or Clinic: _____

1. Donor number: _____

2. How MANY vials are you retrieving?

Please write in #:

requested: _____ 1cc UNWASHED (Raw) vials

requested: _____ .5cc WASHED (IUI-ready) vials

3a. The vial(s) will be used for (Check all that apply):

- vaginal IUI IVF IVF/ICSI
 with partner's egg with egg donation

3b. If IVF or IVF/ICSI: When will embryo(s) be transferred?

- Immediately (in this cycle attempt)
 Stored for later use: When? _____

4. How many inseminations will you do this cycle?

- one two other: _____

5. Your planned location for insemination(s):

- home clinic other, please specify:

6. Are you using fertility drugs for this cycle attempt?

- no yes, please specify:

7. Of the vials in this retrieval, how many do you plan to store at YOUR CLINIC for future use? (e.g., next month's cycle)

- none one two other: _____

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, please specify:

6. Delivery name and address:

7. Delivery Phone #: _____

8. Delivery Fax #: _____

4. Can package be left at delivery address if no one is present to sign for it? (Only on home deliveries) no yes

5. Other delivery instructions (must first be given over phone to ensure availability): _____

TIPS FOR ORDERING

Prior to scheduling your shipment or pick-up:

- ◆ Call 510.841.1858 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 number you have purchased.

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.

Insemination Information

Thank you for completing the section on our SOF 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.