



LOS RIOS COMMUNITY COLLEGE DISTRICT  
1919 Spanos Court • Sacramento, CA 95825-3981

*Change Order 2/21/13*

P.O. No. F 2729

Date 2/14/13

**LIMITED PURCHASE ORDER**  
(Not to Exceed \$200.00)

VENDOR NAME AND ADDRESS: <i>Rainin Instrument 7500 Edge water Dr Oakland CA 94621 ath. pipette service</i>		DELIVERY INSTRUCTIONS: <input type="checkbox"/> Deliver to Address Below (Check one) <input type="checkbox"/> Will Call <i>FLC Chem Dept FLZ-118 10 College Parkway Folsom CA 95630</i>	
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ITEM	DESCRIPTION GIVE COMPLETE DESCRIPTION, INCLUDING CAT. NO. & SIZES	ORDERED			UNIT PRICE	TOTAL
		QUANTITY	UNIT	STOCK NO.		
1	<i>PA (Plan A single channel pipette</i>	<i>1</i>	<i>ea</i>		<i>388</i>	<i>3880</i>
2	<i>serviceto include inspection, cleaning,</i>					
3	<i>Scheduled preventative maintenance,</i>					
4	<i>pipette labels; calibration certificate</i>					
5	<i>PISTON ASSY</i>	<i>1</i>	<i>EA</i>		<i>86.48</i>	<i>86.48 TX</i>
6	<i>Serial # B 0743091K</i>					
7	<i>(CITE, SL 2000 E)</i>					
8						
9	<i>Maintenance - Repair</i>					

*Change Order per Order # 1875960 Return shipping*

Purchases Charged to Categorical Programs, Grants or Special Projects This purchased is in compliance with the requirements of:  Program Name _____ For grants/special projects _____ Program Director/Coord. Signature _____ Project/Grant Number _____ Program Goal/Objective Number/Explanation _____	SUB-TOTAL	<i>12528</i>
	SALES TAX	<i>6.92</i>
	<b>TOTAL</b> (Not to Exceed \$200.00)	<i><del>3880</del></i>

*New PO Total 2/21/13 B0Hawg \$132.20*

RECEIVED BY: \_\_\_\_\_  
DATE: \_\_\_\_\_

I/WE hereby certify the items/services listed above are to be obtained in accordance with District Regulation 8323, Section 4, Conflict of Interest, and all other applicable district, state, and federal policies, rules, regulations, and laws.

*Jeanne Hintze* *2/14/13*  
REQUESTED BY: TYPED/PRINT DATE

*Jeanne Hintze* *2/14/13*  
REQUESTED BY: SIGNATURE DATE

*Kathleen Kublen* *2/14/13*  
APPROVED: DEAN OR OTHER AUTHORIZED SIGNATURE DATE

*Kathleen Kublen* *2/14/13*  
APPROVED: VICE PRESIDENT, ADMINISTRATION DATE

Received by	Date
<i>GENED 5600 11 / FL.VI, AR03</i>	<i>2/14/13</i>
Bus. Unit Account Fund Org	<i>132.20</i>
Program Sub-Class BY Proj/Grnt	<i>19050, 00000 2013 041A</i>
Amount	<i>\$ <del>3880</del></i>
Bus. Unit Account Fund Org	
Program Sub-Class BY Proj/Grnt	
Amount	

## LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

### PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.



FED. I. D NO. 06-1632971

7500 EDGEWATER DRIVE • OAKLAND, CA 94621-3027  
 PHONE 800-472-4646 • 510-564-1600  
 FAX 510-564-1617

**B** LOS RIOS COMM COLLEGE DISTRICT  
**I** ACCTS PAYABLE  
**L** 1919 SPANOS CT  
**L**  
**T** SACRAMENTO, CA 95825  
**O**

**S** LOS RIOS COMM COLLEGE DISTRICT  
**H** FOLSOM LAKE COLLEGE  
**I** ATTN JEANNE HINTZE  
**P** 10 COLLEGE PKWY  
**T** FL2-118  
**O** FOLSOM, CA 95630

ORDER ACKNOWLEDGMENT	
ORDER NO. 1875960	CUSTOMER ACCOUNT NO. 16322
DATE 20-FEB-13	PAGE 1
CUSTOMER REFERENCE NUMBER LPOF2729	
SALES REPRESENTATIVE OrderEntry	
TERMS NET 30	SHIPPING CHARGES Seller Pays
F.O.B ORIGIN	CARRIER UPS

CONTACT NAME		CONTACT TELEPHONE #		CONTACT FAX #		E-MAIL		
JEANNE HINTZE		916-608-6656		916-608-6991				
LINE	U/M	QTY	CATALOG NUMBER	DESCRIPTION	DATE REQUESTED	DATE TO SHIP	NET UNIT PRICE	EXTENDED AMOUNT
1	EACH	1	PA	CAL PM PLAN A, SINGLE CHANNEL PIPET	20-FEB-13	20-FEB-13	38.80	38.80
2	EACH	1	+++	+++PARTS USED+++	20-FEB-13	20-FEB-13	0.00	0.00
3	EACH	1	999	LABOR	20-FEB-13	20-FEB-13	0.00	0.00
4	EACH	1	6200-169	SHAFT R, SE3, SL 2000UL	20-FEB-13	20-FEB-13	0.00	0.00
5	EACH	1	6202-082	PISTON ASSY L, SL 2000UL	20-FEB-13	20-FEB-13	86.48	86.48
COMMENTS 25182PB						CURRENCY USD		ACKNOWLEDGMENT TOTAL 125.28

FOR INFORMATION REGARDING THIS ORDER CALL 800-472-4646 TO SPEAK TO ANY ONE OF OUR CUSTOMER SERVICE REPRESENTATIVES

NOTE: This acknowledgment indicates current price and availability for your order. The above prices do not include any local, city, state, federal, sales, manufactures, excise, use or other taxes. All such taxes now in effect or which may hereafter be imposed shall be added to the contract price and shall be paid by the purchaser. Freight charges are prepaid and added to the invoice as a separate line item for orders shipped FOB origin. Shipping dates are estimates and are contingent upon the ability of our suppliers or deliver. Our ability to meet our contractual obligations is subject to prevailing government regulations, acts of god or war, and other reasons beyond our control. All claims for shortages and damages must be made to Rainin Instrument LLC within 7 days of receipt of merchandise. Shipping containers and all packing materials must be retained. Rainin cannot accept responsibility if this procedure is not followed. A 15% restocking charge will be made on merchandise accepted for return on orders correctly filled. Please obtain consent prior to returning, note Rainin order number on all paper work and packages. Return transportation to be prepaid. This sale is subject to our terms and conditions printed on the reverse side hereof.

## Terms and Conditions of Sale

1. ACCEPTANCE. Acceptance of the Customer's order is expressly limited to and conditioned upon the incorporation of the terms set forth below, which terms cannot be altered or amended without express written agreement of Seller.
2. PRICES. Rainin expressly disclaims any representation or warranty concerning "most favored customer" pricing which may appear in any Customer's documents in connection with the sale of any Products by Rainin to Customer.
3. DELIVERY. Seller shall deliver the merchandise F.O.B. Shipping Point. All claims for shortages and damages must be made to Seller within seven (7) days of receipt of merchandise. Shipping containers and all packing material must be retained. Seller will not accept responsibility for shortages or damages if this procedure is not followed. A 15% restocking charge will be billed to Buyer on merchandise accepted for return on orders correctly filled. Buyer shall notify Seller prior to returning merchandise, noting Seller's order number and the date on all paper work and packages. Return transportation must be prepaid by the Buyer.
4. EXPORT RESTRICTIONS. Buyer hereby agrees: (i) to comply with all decrees, statutes, rules and regulations of the government of United States and agencies and instrumentalities thereof presently in effect or which may be in effect hereafter; and (ii) not to export or re-export the merchandise except in compliance with such decrees, statutes, rules and regulations.
5. PAYMENT. Payment shall be made by Buyer to Seller in U.S. Dollars. All prices stated herein are F.O.B. Shipping Point. All prices are exclusive of taxes, whether in the country where the Buyer is located or any other country, now or hereafter imposed with respect to the transactions contemplated hereunder, which such taxes shall be the responsibility of Buyer (with the exception of income taxes or other taxes imposed upon Seller that are measured by the gross or net income of Seller). If paid or required to be paid by Seller, the amount thereof shall be added to and become a part of the amounts payable by Buyer hereunder. All amounts due and payable with respect to the merchandise shall be paid in full within thirty (30) days after the date of the invoice. No part of any amount payable to Seller hereunder may be reduced due to any counterclaim, set-off, adjustment or other right which Buyer might have against Seller, any other party or otherwise.
6. RISK OF LOSS. All risks of loss and damages shall be transferred to Buyer upon delivery to carrier.
7. LIMITED WARRANTY AND LIMITATION OF LIABILITY. (a) Seller warrants the merchandise to conform to specifications. Under no circumstances shall Seller be responsible for alleged nonconformities with respect to any merchandise which has been used for purposes or in any manner for which it was not intended, or any merchandise which has been customized or modified without Seller's prior written consent, or damaged or misused. As Buyer's exclusive remedy in the event of breach of warranty, Seller shall repair or replace, at its option, any nonconforming merchandise or parts thereof for a period of one (1) year after delivery. All claims must be made in writing to Seller. Any claims not made within the period specified above shall be deemed waived and released.  
  
(b) THE PROVISIONS OF THE FOREGOING WARRANTIES ARE IN LIEU OF ANY OTHER WARRANTY, WHETHER EXPRESS OR IMPLIED, WRITTEN OR ORAL (INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT). SELLER'S LIABILITY ARISING OUT OF THE MANUFACTURE, SALE OR SUPPLYING OF A PRODUCT OR ITS USE OR DISPOSITION, WHETHER BASED UPON WARRANTY, CONTRACT, TORT OR OTHERWISE, SHALL NOT FOR ANY REASONS EXCEED THE AGGREGATE PURCHASE PRICE PAID BY BUYER FOR SUCH PRODUCT. IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR ANY OTHER PERSON OR ENTITY FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES (INCLUDING, BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, LOSS OF DATA OR LOSS OF USE) ARISING OUT OF THE MANUFACTURE, SALE, SUPPLY, USE, MARKETING, RESALE OR OPERATION OF THE MERCHANDISE, EVEN IF SELLER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR LOSSES.
8. GOVERNING LAW. This transaction shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. Seller and Buyer agree that any controversy arising out of this transaction shall be resolved solely and exclusively in, and Seller and Buyer hereby submit to the sole and exclusive jurisdiction of, the state courts of the Commonwealth of Massachusetts and federal courts of the United States located in the Commonwealth of Massachusetts.

## Haney, Brenda

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**From:** Hartley, Gary  
**Sent:** Thursday, February 21, 2013 11:58 AM  
**To:** Hintze, Jeanne; Santoro, Linda  
**Cc:** Haney, Brenda; Oberth, Christine; Saad, Tina  
**Subject:** RE: Change order, request for increase to LPO F2729... FW: Rainin Order # 1875960; PO/Ref No LPOF2729

Request approved.

Gary D. Hartley  
Dean, Instruction and Technology  
Folsom Lake College  
916.608.6615

-----Original Message-----

**From:** Hintze, Jeanne  
**Sent:** Wednesday, February 20, 2013 3:31 PM  
**To:** Hartley, Gary; Santoro, Linda  
**Cc:** Haney, Brenda; Oberth, Christine; Saad, Tina  
**Subject:** Change order, request for increase to LPO F2729... FW: Rainin Order # 1875960; PO/Ref No LPOF2729  
**Importance:** High

Gary,  
Please forward to Brenda Haney to indicate approval:

Brenda,  
Please increase LPO F2729 to Rainin Instrument by an additional \$93.40 from GENFD 5600 11 FL.VI.AR03 19050 00000 2013 041A This will make the total for LPO F2729 to be \$132.20.

(\$38.89 original, additional part for 86.48 plus 6.92 tax on the part - note: tax not on attached Order #1875960)

Also, how do I provide vendor with updated increase to LPO?

Thank you,  
Jeanne

-----Original Message-----

**UPS Next Day Air Saver**  
Shipping Document

See instructions on back. Visit [UPS.com](http://UPS.com) or call 1-800-PICK-UPS® (800-742-5877) for additional information and UPS Tariff/Terms and Conditions.

**TRACKING NUMBER** 1Z 962 469 23 1047 4424

**1 SHIPMENT FROM**

SHIPPER'S UPS ACCOUNT NO. \_\_\_\_\_  
 REFERENCE NUMBER **LPO F2729**  
 NAME **Jeanne Hintze** TELEPHONE **916-608-6656**  
 COMPANY **Folsom Lake College FLZ-118**  
 STREET ADDRESS **10 College Parkway**  
 CITY AND STATE **Folsom CA** ZIP CODE **95630**

**2 TO WHOMLY CREDITED/PAID TO**

NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_  
 COMPANY **attn: pipette service** **510-564-1600**  
**RAININ SERVICE CTR OAKLAND**  
 STREET ADDRESS \_\_\_\_\_ DEPT./FLR. \_\_\_\_\_ Residential Delivery   
**7500 EDGEWATER DR**  
 CITY AND STATE **OAKLAND CA** ZIP CODE **94621**



WEIGHT	LTZ	WEIGHT	DIMENSIONAL WEIGHT if Applicable	LARGE PACKAGE	SHIPPER RELEASE
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3 NEXT DAY AIR SAVER CHARGE** \$ \_\_\_\_\_

**6 OPTIONAL SERVICES**

SATURDAY PICKUP See instructions. \$ \_\_\_\_\_

DECLARED VALUE FOR CARRIAGE \$ **300** AMOUNT \$ \_\_\_\_\_  
For declared value over \$100, see instructions.

C.O.D. \$ \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_  
If C.O.D., enter amount to be collected and attach completed UPS C.O.D. tag to package.

**7 ADDITIONAL HANDLING CHARGE** \$ \_\_\_\_\_  
An Additional Handling Charge applies for certain items. See instructions.

**8 TOTAL CHARGES** \$ \_\_\_\_\_

**8 METHOD OF PAYMENT**

BILL SHIPPER'S ACCOUNT NUMBER  (In Section 1)

BILL RECEIVER  RECORD ACCOUNT NO. IN SECTION 9

BILL THIRD PARTY

CREDIT CARD

American Express, Discover, ClubMasterCard, Visa

CHECK

**9 RECEIVER'S / THIRD PARTY'S UPS ACCT. NO. OR MAJOR CREDIT CARD NO.** **962469** EXPIRATION DATE \_\_\_\_\_

THIRD PARTY'S COMPANY NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY AND STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Shipper authorizes UPS to act as forwarding agent for export control and customs purposes. Shipper certifies that these commodities, technology or software, if exported from the United States, were exported in accordance with the Export Administration Regulations. Diversion contrary to law is prohibited.

**10 SHIPPER'S SIGNATURE** **X** DATE OF SHIPMENT \_\_\_\_\_

All shipments are subject to the terms contained in the UPS Tariff/Terms and Conditions of Service, which are available at [ups.com](http://ups.com) and local UPS offices.

0201952542608 1/10 S UPS COPY

00707  
002824\_P1  
19560965  
1793 of 4500

This form not needed with UPS Internet Shipping at UPS.com

**RAININ**  
Pipetting 360°

**Use This Convenient Prepaid UPS Air Waybill for FREE Next Day Delivery!**

By using the attached prepaid UPS Next Day Air Saver Waybill, your shipment of pipettes will be shipped to the Rainin Service Center - FREE!

**Just follow these simple instructions:**

- Enter your name, company or institution, and phone number in Section 1.
- Remove only the "Shipper's Copy" portion of Shipping Document and save it with your records.
- Affix the remaining pages of UPS Document and the Shipping Label to your shipping carton.
- Contact UPS to arrange for a pick-up.

Remember to decontaminate all pipettes of radiation and biohazards.

**800 662 7027**

**Call Pipette Service with any questions!**

