

# Pipette Service Order Form

For the purpose of Occupational Health and Safety requirements it is required for all liquid handling (LQH) devices being sent to Eppendorf South Pacific, be accompanied by a certificate of decontamination completed and signed by a suitably authorised representative.

**Discount Code / Quote #:**

Include your Purchase Order Number and send to:  
**Eppendorf South Pacific—Technical Service**  
 Level 1, 97 Waterloo Road  
 Macquarie Park, NSW 2113



Purchase Order #: \_\_\_\_\_

A/C Payable Contact: \_\_\_\_\_

A/C Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

A/C Email: \_\_\_\_\_

To pay by credit card, an invoice will be issued with instructions on how to make a payment over the phone.

Please check if you would like to receive a calibration reminder via e-mail and if Yes, select calibration frequency in months: No:  Yes:  Freq:

**Statement of Conformity Required\*** Yes (Please indicate which specification is required below)  No

\*Yes = Report will contain test measurement plus evaluation of measurement (OK/Not OK or Pass/Fail). No = Report will contain test measurement only.

**Specification Required:** ISO 8655-6  Manufacturer  Customised

If specification is not indicated, manufacture specification will be chosen by default

**Please provide information on each pipette provided for service**

Model & Size	Serial Number	Description & Comments	Warranty	3x4 incl. PM*	ISO8655 incl. PM*	ISO8655 Verified	ISO17025 without PM*^	ISO17025 Advanced	ISO17025 Professional
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

	As Found Calibration measurements	As Left Calibration Measurements	Outside decontamination	* Preventative maintenance	ISO 17025 Accreditation
3x4 incl. PM*		4 per test volume	✓	✓	
ISO8655 incl. PM*		10 per test volume	✓	✓	
ISO8655 Verified	4 per test volume	10 per test volume	✓	✓	
ISO17025 without PM*^	10 per test volume				✓
ISO17025 Advanced	4 per test volume	10 per test volume	✓	✓	✓
ISO17025 Professional	10 per test volume	10 per test volume	✓	✓	✓

\* including inside cleaning, checking, lubrication, pipette adjustment and replace small parts where necessary  
 ^ ISO17025 without PM only available for new pipette calibration.  
 Calibration on Multipipette is performed by using 5mL tip, unless otherwise specified.

**Please indicate if the listed equipment has been used with any of the following:**

COVID-19 Testing	Bio-hazardous material	Radioactive specimens	Hazardous chemicals/solvents/other
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Please fill in the second page and sign. You may leave the 'Sent goods' section blank if pipette information is already provided on this page.

# Decontamination Certificate

The fully completed decontamination declaration is a prerequisite for the acceptance and further processing of your service. If your shipment is not accompanied with this declaration, processing will be delayed until receipt of your decontamination certificate.

**Sender**

<b>Company name:</b>		
<b>Department name:</b>		
<b>Address</b>		
<b>Zip code:</b>	<b>City:</b>	<b>Country:</b>
<b>Name:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Client number:</b>	<b>Contract / Quote number:</b>	

Privacy information according to Articles 13 and 14 GDPR: <http://www.eppendorf.com/gdpr>

**Sent goods**

Item	Instrument / Assembly / Product	Serial number / Batch number	Comments
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

**Laboratory bio safety level**

Please specify the bio safety level of the laboratory where the device was used:

1  2  3  4

**I hereby confirm that:**

- The device(s) or product(s) mentioned above has/have not been in contact with hazardous substances or human pathogens.
- The device(s) or product(s) mentioned above has/have been in contact with hazardous substances.
- The device(s) or product(s) mentioned above has/have been in contact with human pathogens, e.g. SARS-CoV-2.

**Description of the nature of contamination and measures for decontamination:**

We hereby declare that the objects to be serviced have been carefully cleaned and decontaminated with proven and effective disinfectants prior to shipment. All objects (instruments and all other objects sent to service) are free of harmful chemicals, infectious or radioactive substances, as well as health-threatening proteins, DNA or bacteriological contamination. All listed devices are safe to handle and ship.

Signature of authorized person

Company / Department

City, Date

\_\_\_\_\_

**eppendorf**

**PIPETTE SERVICE REQUEST**

To:

Eppendorf South Pacific  
Calibration Laboratory  
Level 1, 97 Waterloo Road  
Macquarie Park  
NSW 2113 Australia

From:

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