

INDIANA UNIVERSITY
ORDER FORM FOR REFERENCE MATERIALS AND INDIANA ZINC
e-mail to: arndtschimme@gmail.com

Section 1. Recipient Information

Last Name : _____ First Name : _____
Company name : _____
Street Address : _____
City : _____ State/District : _____
Zip Code : _____ Country : _____
Phone : _____ E-mail : _____
FAX number : _____

Section 2. Shipping Information and Address

Should shipping occur via economy or express? economy (cheaper, slower) express

Do you have a FedEx or UPS account to cover the shipping expense?

Yes account: _____
Do you have any special instructions how to use your FedEx or UPS account?

No, I have no account.

Do you agree to have the shipping expenses paid as part of the invoice? Yes No

How do you intend to pay? Choose one option. Credit card Check Bank transfer

You may skip the following part and advance to Section 3 if you have received reference materials or zinc from Indiana University during the past 3 years and your shipping information has not changed since, or if your shipping address is the same as the one in section 1.

Contact Name : _____ Company Name : _____
Street Address : _____
City : _____ State/District : _____
Zip code : _____ Country : _____
Phone Number : _____ E-mail Address : _____
FAX number : _____

Section 3. Billing Information and Address

You may skip this section if you have received reference materials or zinc from Indiana University during the past 3 years and your billing information and billing address have not changed, **or** if your shipping address in section 2 is the same as your billing address.

Contact Name : _____ Company Name : _____

Street Address : _____

City : _____ State/District : _____

Zip code : _____ Country : _____

Phone Number : _____ E-mail Address : _____

FAX number : _____

Do you have any special instructions for billing?

Section 4. International End-users Residing Outside of the USA

We need your valid phone number that can be reached by FedEx, DHL or your country's Customs Officers for prompt payment of import duties. Packages may be returned to Indiana University at your expense if you fail to arrange for duty payments in a timely manner.

An import/export company or forwarder cannot be an end-user. Indiana University needs to know the identity, affiliation, and contact information of the international end-user. Are you or your company ordering the material on behalf of a third party?

Yes Name and contact information of the international end user:

No, I am the end user

Prior to receiving reference materials or zinc from Indiana University, international prospective end-users are required to answer a questionnaire (<https://hcnisotopes.earth.indiana.edu/doc/questionnaire.pdf>). Some web browsers have built-in pdf readers that cannot open editable pdf files. Internet Explorer uses Adobe's pdf reader and can open editable pdf files. The prospective end-user should copy the questionnaire text on his/her institutional letterhead in a way that the official institutional seal, emblem, full name and address are clearly visible on top of the questionnaire. *All questions must be answered with yes or no.* The questionnaire must be signed, dated, and returned by mail, fax or pdf attached to an e-mail to aschimme@indiana.edu. We are prohibited by U.S. law from sending materials to certain countries and recipients.

International recipients of reference materials and zinc typically have to pay for import tax. Should the FedEx pro-forma invoice (i.e. mandatory for export shipments) indicate your tax identification number?

No

Yes Tax Identification Number: _____

Section 5. Other Information

Use this space for any additional instructions or inquiries:

In the Table below, please enter the name/type of a reference material or product, the requested size or amount, and the listed price. Please note that many reference materials are available in different amounts or types. Start a new row for each type of material.

Item #	Name and type of material	Size or amount	Price in US \$
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