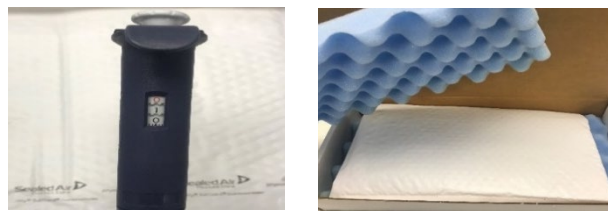


Procedure for ship-in service:

1. **Request a quote.**
2. **Reference quote number on the parcel/box you plan to ship in ("ATTN: Quote#")**
3. **Decontaminate/Document pipettes** according to procedure or by spraying down liberally with 70% isopropyl alcohol or a similar solution. After decontamination, please fill out the associated [decontamination form](#) accurately.
4. **Package pipettes:**
 - a. Set pipette to low volume and wrap instruments individually (i.e., bubble wrap and rubber band). Please include additional layers of packaging in the box/parcel.



- b. Along with the pipettes, please include:
 - i. Tips (If pipette is non-generic)
 - ii. Charging adapters if electronic pipette(s)
 - iii. Decontamination form



- c. Using packing tape, affix the label to parcel/box and arrange for pickup or drop-off. (UPS Preferred)



- e. **Timing/Process:** Once received, your pipettes/instruments will be put into our queue.

Turnaround time is approximately 3 business days (Unless 24 hour expedited service is required).