Service Order/Decontamination Report

Sender's details	
Contract/RGA/QN no.*:	
Company/Institute:	
Department:	
Contact person:	
Email:	
Telephone:	
Street address:	
Postal code, city and country:	

*Applicable if given

Return address	☐ Same as sender's address
Company/Institute:	
Street address:	
Postal code, city and country:	

Billing address	☐ Same as sender's address ☐ Same as return address
Company/Institute:	
Address:	
Postal code, city and country:	
Reference/PO number:	

Pipette testing is performed using standard Sartorius tips, forward pipetting, and ISO 8655 specification. If you wish us to use other brands of tips, please send them with the pipette (6 tips/channel). When sending other than Sartorius electronic pipettes, please include charger.

Dispatch instructions:

1. Clean the outside of the equipment using for example 70 % EtOH
2. Complete this Service Order/Decontamination Report carefully and place the signed printout in the package with the equipment. List all the equipment and accessories in the table below. In the Comments section you can add all the extra information, fault descriptions and special requirements regarding service and testing/calibration.
3. Pack the instruments and accessories with suitable packaging material to prevent the content from being damaged or moving around during transportation. Especially for balances and water systems, use the original package if possible
4. Address the package to:

   Sartorius Liquid Handling oy
   Service
   Tulppakuja 1
   00880 Helsinki
   Finland

Telephone: +358 50 4141 628
Email: service.nordic@sartorius.com
Website: https://www.sartorius.com/en/services/instrument-service/liquid-handling-product-services/service-nordic-en

Service Order/Decontamination Report

Write down the equipment coming in for service and check the correct options:

	Serial number	Brand and model	As-found test before service	Maintenance and calibration 5.2	Maintenance and calibration 10.1	Maintenance and calibration 10.2	Maintenance and calibration 10.3	FINAS accredited calibration certificate (10.3/Fixed)	Other than pipette	Comments
1			☐	☐	☐	☐	☐	☐	☐	
2			☐	☐	☐	☐	☐	☐	☐	
3			☐	☐	☐	☐	☐	☐	☐	
4			☐	☐	☐	☐	☐	☐	☐	
5			☐	☐	☐	☐	☐	☐	☐	
6			☐	☐	☐	☐	☐	☐	☐	
7			☐	☐	☐	☐	☐	☐	☐	
8			☐	☐	☐	☐	☐	☐	☐	
9			☐	☐	☐	☐	☐	☐	☐	
10			☐	☐	☐	☐	☐	☐	☐	
11			☐	☐	☐	☐	☐	☐	☐	
12			☐	☐	☐	☐	☐	☐	☐	
13			☐	☐	☐	☐	☐	☐	☐	
14			☐	☐	☐	☐	☐	☐	☐	
15			☐	☐	☐	☐	☐	☐	☐	

Performance Test Report is included in Maintenance and calibration.
FINAS Accredited Calibration Certificate is charged separately according to the price list and is available for 10.3 (for fixed volume pipettes 10.1).

The reference procedure of ISO 8655:
Variable pipettes 10.3: 10 measurements in three volumes (10, 50 and 100 % of the maximum volume of the pipette)
Fixed pipettes 10.1: 10 measurements in one volume (100 % of the maximum volume of the pipette)

I declare that the information on this form is correct and that the equipment are free from contamination: any blood and serums, body fluids, pathological specimens, carcinogens, toxins, hazardous chemicals, and radioactive substances, and therefore safe for staff to handle

Signature: _____

Date: _____ Place: _____