

## Custom or Special-Order Medium Requisition

Please allow three weeks for the preparation of specially ordered filter-sterilized media or supplements. This time is required for scheduling and preparation of the media (which takes several working days), for quality control, and for incubation sterility testing (which requires 14 days). If you need your order quickly, you may pick it up before the tests are complete, but we will not be able to guarantee the product until the test results are available. Be sure to clearly describe any special ingredients or instructions important to the preparation of your medium. Use a separate requisition for each product requested. Please call us at x1450 or x1470 if you have any questions.

<b>Charge To (Investigator's Name):</b>		<b>Phone:</b>
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
<b>Department or Facility:</b>		<b>PO# (if needed):</b>
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
<b>Order Placed By:</b>		<b>Date Ordered:</b>
<input style="width: 100%;" type="text"/>		<input style="width: 100%;" type="text"/>
<b>Description of Requested Product:</b>		
<input style="width: 100%; height: 20px;" type="text"/>		
<input style="width: 100%; height: 20px;" type="text"/>		
<input style="width: 100%; height: 20px;" type="text"/>		
<input style="width: 100%; height: 20px;" type="text"/>		
<b>Number and Size Desired:</b>	<b>Date needed:</b>	<b>Pickup before testing complete?:</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Order taken by:</b>	<b>Product Code:</b>	<b>Date sent to Media Prod:</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<b>Date Completed:</b>	<b>No. &amp; Size Produced:</b>	<b>Date Released:</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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<b>Pickup By:</b>	<b>Pickup Date:</b>	<b>Filled By:</b>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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