

PIPETTE WORKSHOP SERVICE REQUEST FORM

(To be completed prior to the inspection, servicing and/or repair of liquid handling equipment.
Please use a separate form for each pipette. Photocopies are acceptable.)

Contact Details

Name: Tel:

Department: Fax:

Organisation: e-mail:

Address*:

..... City:..... Post Code:

* This will be used as the return address for your pipette(s)

Pipette Details

Make of Pipette: Model No: Serial No:

Service Required

Calibration

Please select the option required:

Quikcheck

Fullcheck

UKASCal

Fixcheck

Purchase Order No.
.....

IMPORTANT: Purchase orders should be made payable to European Instruments Ltd.

Repair

Details of Fault:

.....

.....

.....

Is this repair related to a warranty claim?

YES

Warranty Claim Ref*

NO

Purchase Order No.

IMPORTANT: Purchase orders should be made payable to European Instruments Ltd.

*Please call us on 0800 387732 to obtain a warranty claim reference before sending your pipette to the workshop. For chargeable repairs, we will contact you to advise costs and obtain authorisation before proceeding.

Continued overleaf...

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Declaration of Decontamination

Has the pipette been used with hazardous substances* YES
NO

*Blood, body fluids, respired gases, pathological samples, chemicals (including cytotoxic drugs), radioactive material or any other hazard?

If yes, please specify the nature of contaminant.....

What method of decontamination has been used? Please provide details:

Cleaning

Disinfection

Sterilisation

Note: Filters in the tip cone of pipettes should be removed and discarded before decontamination.

I declare that the information provided is correct and that this item has been prepared to ensure safe handling and transportation in accordance with MHRA DB2003(05) June 2003.

Authorised signature:..... Date:

Name (printed):

Position: Tel:

Despatch Instructions

Please affix this form in an envelope on the outside of the packaged pipette and send it to:

**Alpha Pipette Service
PO Box 523
Headington
Oxford OX3 8XN**

We recommend that you use a traceable delivery service to ensure that your pipette reaches us safely.

Pipettes submitted without a signed declaration of decontamination will not be accepted for service.