

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

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**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 account to cover the shipping expense?

Yes      account: \_\_\_\_\_  
Do you have any special instructions how to use your FedEx 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 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](mailto: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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