

ORDERING INSTRUCTIONS

REMITTANCES: Money orders, cashiers checks, cash (at your own risk). Personal checks are accepted, but allow 4 to 6 weeks for delivery of order.

SPECIAL PACKING: Acids & other chemicals marked with an asterisk (*) must be shipped in a special, separate container. Allow a 50¢ special packaging fee for each container.

STATE SALES TAX: State of Wisconsin residents add appropriate state sales tax.

ORDER FORM: All laboratory apparatus & chemicals listed in this catalog need to be ordered on our standard order form, several of which accompany the catalog. Additional order forms will be sent upon request, or may be computer downloaded - www.elementalscientific.net. Replacement forms are enclosed with every order shipped out. Any order received not on our standard order form cannot be processed and will be returned to sender. Exception being schools, industrial laboratories or institutions which may use their own preprinted purchase order forms.

AGE REQUIREMENT: All orders for chemicals must be signed for by an adult, who, in signing, assumes full responsibility for supervising the use of the chemicals if he does not intend to use them himself. The chemicals must be kept out of the reach of small children at all times.

MINIMUM ORDER: Due to cost of labor, the minimum order is \$25.00 not including the shipping charges. A minimum charge of \$1.00 will be made for cancelled orders after stock is pulled, with a restocking fee of 35% of the total order.

PRICES: Prices are net and do not include shipping unless noted on insert ads. Prices are subject to change without notice. Chemical prices include a basic container.

SHIPPING CHARGES: UPS is used for most shipments - their charges are based on weight and distance sent. US Postal service can be used for some shipments. However, no hazardous material can be sent by US Postal. The Hazard surcharges of \$20.00 applies to each carton containing from one to three compatible hazardous items which are marked with an asterisk (*) in the catalog. The following chart is an approximate shipping guide for ground UPS.

up to \$ 30.00	add \$ 8.00
\$30.00 to 50.00	add 15.00
50.00 to 100.00	add 20.00
100.00 and up	add 25.00

All orders to Alaska or Hawaii must be sent by either UPS Air or US Postal service with extra shipping charges. Hazardous material cannot be sent UPS Air.

If you would like us to help you with the shipping calculations, feel free to call or e-mail us. You may choose to include an extra amount for shipping in your payment knowing any shipping overage will be refunded to you.

ADDRESS INFO: All customers living in rural, or P.O. Box address please include a street address or the names of your nearest crossroads as well as your rural route and/or PO Box number. This is essential for delivery by U.P.S. Your phone number is also very helpful.

CLAIMS FOR BREAKAGE OR SHORTAGE: All claims need to be made within 5 days of receipt of goods.

RETURNS In order to be issued a credit, please contact us prior to returning any merchandise to receive proper handling instructions. Due to safety requirements we are unable to accept any chemicals for return.

Thank you for your cooperation.