ANIMAL ORDER FORM

ORDER INFORMATION

|  |  |  |
| --- | --- | --- |
| Date: | Investigators: | Department: |
| ASAF # | Vendor Preference: | Desired Date of Arrival |

Orders must be received by Thursday morning. Animals generally arrive the following week (Tuesday or Wednesday. A minimum of 3 days must be allowed for acclimation to recover from the stress of shipping.

ANIMAL ORDER

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Species | Strain or Breed | Stock # | # of Animals | Sex | Age to order\* | Age of Use | Weight | $ Per Animal |
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| --- | --- |
| Total Animal Charges: |  |
| Shipping Crate Charge: |  |
| Freight Charges: |  |
| Other Charges: |  |
| Total for Purchase Order: |  |
| Budget or Grant to Bill |  |

HOUSING INSTRUCTIONS

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| Are the animals immune compromised (sterile housing required): |
| Type of bedding/diet required (cob is the standard bedding; 2018 is the standard diet): |
| Room animals should be housed in: |
| Special Instructions: |
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ORDERING DOCUMENTATION

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| --- | --- |
| Ordered by: | Date order placed: |
| Shipping Date: | Expected arrival date: |
| Confirmation #: | PO#/Account Number: |

RECEIVING INFORMATION

|  |  |
| --- | --- |
| Animal Technician: | Date Received:: |
| Condition of Animals: | Date Researcher notified of arrival: |

*When ordering animals, researchers should fill out as much of the gray areas as possible. Shipping costs will be determined at the time the order is placed.*