

Biomedical Research Store, NCRC

Please Choose One:

☐ Morning Shipment ☐ Afternoon Shipment ☐ First Available

Ordered By:

Product Information:

Additional requests: _____

		Back-order and Out of Stock Status	
		Item	Availability Date/Comments
Order Number:			

University of Michigan Biomedical Research Store
Building 14, Room 179, North Campus Research Complex

Please fill out order form completely and accurately to ensure delivery at the requested time.

Special order items for which delivery is requested will leave the store on the afternoon shipment the following day if the request is received by the store before 10:00 am, Monday through Thursday. Special order items on delivery requests placed after 10:00 am or on Fridays will be released on the afternoon shipment two business days after being placed.

This form must be received by our staff no later than 9:30 am to be released on our morning shipment or by 1:30 pm for the afternoon. Unless extenuating circumstances are encountered, morning shipments will be delivered no later than 12:00 pm and afternoon shipments no later than 4:00 pm.

Items will not be delivered without a printed name & unickname of a lab

In the event no one is available in the lab to sign and accept the order, all stock items will be brought back to the Biomedical Research Store and returned to stock, and a new delivery request will need to be made. Special order items will be returned to the store, and the lab will be contacted to reschedule delivery. After three failed delivery attempts, the special order item will need to be picked up from the Biomedical Research Store by a lab member.

Returns are not accepted unless items are defective.

Special order items on back-order will not need to be reordered, and the store will contact the lab to arrange delivery when the items become available. The customer will be notified of any items on back-order or out of stock upon receipt of the delivery request.

Completed order forms may be faxed to 734-615-2606 or emailed to bmrs1@umich.edu