

SUBMISSION FORM - MANUFACTURING/PACKAGING

to be sent prior to your shipment to Medistri SA at manufacturing@medistri.swiss

non-controlled document - version March 2019

CUSTOMER REFERENCES							
Company's name		Address (street, n°)					
PLZ / city postal code		City / country					
ORDER DETAILS							
Your ref. (order n°)		Lot / art. ref. (if applicable)					
Delivery date from your company to Medistri SA (day.month.year)		Requested return date from Medistri SA to your company (day.month.year)					
Do you have a quotation ?	<input type="checkbox"/> NO <input type="checkbox"/> YES	If yes, please mention the quotation number (if not, Medistri will prepare a quotation based on your needs.)					
PACKAGING INFORMATIONS							
<input type="checkbox"/> Single packaging <input type="checkbox"/> Double packaging <input type="checkbox"/> Labelling* <input type="checkbox"/> Cleaning under controlled conditions			* If labelling is wished, please provide us an example of label.				
Do you have a technical file ?	<input type="checkbox"/> NO <input type="checkbox"/> YES	Technical file n° (if shipped load contains products that shall be processed according to a technical file)	<table border="1"> <tr> <th>n° #</th> <th>Rev.</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	n° #	Rev.		
n° #	Rev.						
If not, please precise the dimensions of the requested packaging. (precise cm or m)		Quantity of goods to be packed (only the given amount will be checked)	<table border="1"> <tr> <th>Pieces</th> </tr> <tr> <td> </td> </tr> </table>	Pieces			
Pieces							
STERILIZATION - TREATMENT							
<input type="checkbox"/> Express processing Products are processed in maximum 5 days, including weekends and holidays. 25% extra will be charged. Certificates are released only on working days.		<input type="checkbox"/> Standard processing Products are processed according to contract or within 7 working days. Certificates are released only on working days.					
Sterilization/Treatment cycle		<input type="checkbox"/> EtO <input type="checkbox"/> Steam					
Quantity of cycles	<input type="checkbox"/> 1 cycle <input type="checkbox"/> 2 cycles <input type="checkbox"/> more :	Customer card n° (if available, for validated products)	<table border="1"> <tr> <th>n° #</th> <th>Rev.</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	n° #	Rev.		
n° #	Rev.						
LABORATORY ANALYSIS - if shipped loads contain products for analysis							
<input type="checkbox"/> Express processing Orders are processed upon receipt (working days), in priority and according to the minimum deadlines TAT (see price list). An additional 25% will be charged. Certificates are only released on working days.		<input type="checkbox"/> Bioburden (to be taken out before sterilisation)					
<input type="checkbox"/> Standard processing Tests are processed during business days, according to our analysis schedule. Certificates are only released on working days.		<input type="checkbox"/> Endotoxins / LAL (to be taken out after sterilisation)					
Samples storage conditions	<input type="checkbox"/> Frozen (min. -20°C)	<input type="checkbox"/> Sterility testing (to be taken out after sterilisation)	Quantity				
	<input type="checkbox"/> Refrigerated (2 - 8°C)	<input type="checkbox"/> Residue testing (to be taken out after sterilisation)	Quantity				
Samples disposition after analysis	<input type="checkbox"/> Room temperature (15 - 25°C)	<input type="checkbox"/> Others :	Quantity				
	<input type="checkbox"/> discard <input type="checkbox"/> return <input type="checkbox"/> keep the samples for : days		Lot n°				
TRANSPORT							
<input type="checkbox"/> Medistri organizes the transport by using its own transport company (Swiss Post)	<input type="checkbox"/> Medistri organizes the transport by using the customer's transport	Transport company's name					
		Transport company's address					
		Transport company's e-mail					
		Your account by the transport company					
		Your e-mail address for copy					
<input type="checkbox"/> Medistri informs the customer that the products are ready to be picked-up and the customer organizes the transport		<input type="checkbox"/> The transport conditions are the same as they are in the mentioned customer card					
		Remarks					
SAFETY DECLARATION							
Please remove all batteries from your devices !							
Is there any chemical, drugs, toxic substances or explosive products inside your devices / boxes / pallets ? <input type="checkbox"/> YES <input type="checkbox"/> NO							
(If yes, please join the Safety Data Sheet , cross the concerned pictograms below and precise the UN code : _____)							
If yes, please wait for Medistri's confirmation before sending your devices / boxes / pallets !							
Medistri SA has the right to refuse the delivery and / or the process of your products for security reasons.							
FINALISATION AND SIGNATURE							
Remark	Name of your contact person	Date	Signature				
By your signature, you confirm that all batteries have been removed from your devices and that all the informations on this submission form are correct. You also agree with Medistri's general sales conditions (available on www.medistri.com/en/general-terms-and-conditions).							
To be filled by Medistri SA only at reception of the products							
Date de réception		Heure de réception					
Quantité de palettes		Quantité de boîtes					
Conditions de réception	<input type="checkbox"/> BON ETAT	<input type="checkbox"/> DOMMAGES MINEURS	<input type="checkbox"/> DOMMAGES MAJEURS				
Signature de l'opérateur Medistri SA		Signature du transporteur					
Plus-value	<input type="checkbox"/> PLUS-VALUE ADMINISTRATIVE	<input type="checkbox"/> PLUS-VALUE MANIPULATION	<input type="checkbox"/> PHOTO, ETIQUETTES, DOMMAGES				