

HEADER/BACKGROUND - YOUR ORGANIZATION'S LETTERHEAD

Creation Date

Vendor:

Indiana University (IU)
Bloomington Drosophila Stock Center (BDSC)
Department of Biology
1001 E. Third Street
Bloomington, IN 47405-7005 USA
E-MAIL flypurch@indiana.edu
FAX (812) 855-2577

Purchase Order Issued to vendor INDIANA UNIVERSITY Bloomington IN, 47405 USA

This purchase order is for Drosophila stocks ordered on the BDSC website for BDSC account # XX owned by Dr. Xxxx Xxxx, Title at Institute/Department/Organization, Country. Under this agreement, the BDSC at INDIANA UNIVERSITY will invoice this account 5-8 business days after every shipment for the amount on the BDSC quote minus any stock fee adjustments for stocks not available.

(Choose one, delete the rest):

1. This agreement is valid for BDSC order (quote number) only.
2. This agreement is valid for multiple orders requested during the period from Month Day, Year to Month Day, Year or until the upper limit of USD \$XX has shipped.
3. This agreement is valid for multiple orders requested during the period from Month Day, Year to Month Day, Year. This agreement has no upper US dollar limit.

All orders will be confirmed to ship by sending a copy of this document to the BDSC by email or by uploading the document to the BDSC account on line. Receipt of the document signifies our agreement to the quoted fees.

Invoice(s) must contain our internal billing reference(s): XX

The Billing Address is:

c/o (if necessary),
University/Company, Institute/Department/Organization,
Street Address,
City Mail Code, Country

Send Invoice(s) via FAX to +xx-xxxx or via email to xx@xx

We hereby confirm payment will be made to INDIANA UNIVERSITY as invoiced within 30 days from the invoice date via either purchasing card, electronic transfer (bank details to be requested), or check drafted against a US bank in USD and posted to the address on the invoice.

Sincerely Yours,

NAME1

Signature1- signature authority within department

Role in Organization (Administrator 1)

NAME2

Signature2- signature authority within department

Role in Organization (Administrator 2)

FOOTER/BACKGROUND - YOUR ORGANIZATION'S LETTERHEAD