

## SUBMISSION FORM - STEAM STERILISATION

to be sent prior to your shipment (validated products only) to Medistri SA at [customerservice@medistri.swiss](mailto:customerservice@medistri.swiss) for steam processing

### CUSTOMER REFERENCES

|                        |                      |
|------------------------|----------------------|
| Company's name         | Address (street, n°) |
| PLZ / city postal code | City / country       |

### ORDER DETAILS

|  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> <b>Super express processing</b><br><small>Products are processed in 1 open day (24h), following the date of reception. 100% over whole order will be charged. Certificates are only released on working days.</small> | <input type="checkbox"/> <b>Express processing</b><br><small>Products are processed within maximum 2 open days, following the date of reception. 25% over whole order will be charged. Certificates are only released on working days.</small> | <input type="checkbox"/> <b>Standard processing</b><br><small>Products are processed according to the contract or within 5 open days. Certificates are only released on working days.</small> | Delivery date at Medistri (day.month.year) |  |
| Your reference (order n°, PO)  | Customer card n°   | n° #  | Rev.                                       |  |
| Lot / article ref. (if applicable)   | Quantity of goods<br>(only the given amount will be checked)   | pallets   | boxes                                      |  |
| Offer N°   |  | pieces  | other                                      |  |
| Quantity of cycles   | <input type="checkbox"/> 1 cycle <input type="checkbox"/> 2 cycles <input type="checkbox"/> more :   |   |  |  |
| Products for validation process ?  | <input type="checkbox"/> YES (if yes, please indicate the offer n° )   |   |  |  |

### ORDER DETAILS

|   |   |                                    |   |  |
|---|---|------------------------------------|---|--|
| <input type="checkbox"/> Single packaging   | <input type="checkbox"/> Double packaging | <input type="checkbox"/> Labelling | <input type="checkbox"/> Cleaning under controlled conditions | Dimensions<br><small>(precise cm or m)</small> |
| Do you have a technical file ? <input type="checkbox"/> YES <input type="checkbox"/> NO                                       |   |                                    |   | n° #   |
| Technical file n°<br><small>(if shipped load contains products that shall be processed according to a technical file)</small> |   |                                    |   | Rev.   |

### LABORATORY ANALYSIS - if shipped loads contains products for analysis

|   |  |   |          |          |        |
|---|--|---|----------|----------|--------|
| <input type="checkbox"/> <b>Express processing</b><br><small>Orders are processed upon receipt (working days), in priority and according to the minimum deadlines TAT (see price list). An additional 25% over whole order will be charged. Certificates are only released on working days.</small> | <input type="checkbox"/> <b>Bioburden</b><br><small>(to be taken out before sterilisation)</small>       | Offer N°  | Quantity | Lot n°   |        |
| <input type="checkbox"/> <b>Standard processing</b><br><small>Tests are processed during business days, according to our analysis schedule. Certificates are only released on working days.</small>   | <input type="checkbox"/> <b>Endotoxins / LAL</b><br><small>(to be taken out after sterilisation)</small> | Offer N°  | Quantity | Lot n°   |        |
| Samples storage conditions  | <input type="checkbox"/> Frozen (min. -20°C)   | <input type="checkbox"/> <b>Sterility testing</b><br><small>(to be taken out after sterilisation)</small> | Offer N° | Quantity | Lot n° |
|   | <input type="checkbox"/> Refrigerated (2 - 8°C)  | <input type="checkbox"/> <b>Residue testing</b><br><small>(to be taken out after sterilisation)</small>   | Offer N° | Quantity | Lot n° |
| Samples disposition after analysis  | <input type="checkbox"/> Room temperature (15 - 25°C)  | <input type="checkbox"/> <b>Others</b>  | Offer N° | Quantity | Lot n° |
|   | <input type="checkbox"/> discard <input type="checkbox"/> return   |   |          |          |        |
| <input type="checkbox"/> keep the samples for _____ days  |  |   |          |          |        |

### 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              |
| <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 | Transport company's address           |
|   |   | Transport company's e-mail            |
|   |   | Your account by the transport company |
|   |   | Your e-mail address for copy          |
|   |   | Remarks                               |

### SAFETY DECLARATION

Please remove all batteries from you devices !

Is there any chemical, drugs, toxic substances or explosive products inside your devices / boxes / pallets ?  YES  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 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 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](http://www.medistri.com/en/general-terms-and-conditions))

### To be filled by Medistri only

|                                |   |
|--------------------------------|---|
| Date of reception              | Reception time  |
| Pallet quantity                | Box quantity  |
| Reception conditions           | <input type="checkbox"/> GOOD <input type="checkbox"/> MINOR DAMAGES <input type="checkbox"/> MAJOR DAMAGES                                       |
| Signature of Medistri operator | Signature of carrier  |
| Added-value                    | <input type="checkbox"/> ADMINISTRATIVE ADDED VALUE <input type="checkbox"/> HANDLING ADDED VALUE <input type="checkbox"/> PHOTO, LABELS, DAMAGES |