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**CLIENT INFORMATION WORKSHEET**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Client Name |  | | | | | | Date | |  | |
| Physical Address |  | | | | | Billing Address/Invoice To |  | | | |
| City |  | | | | | City |  | | | |
| State |  | | Zip Code |  | | State |  | | Zip Code |  |
| Primary Contact Name/Title |  | | | | | Billing Contact Name |  | | | |
| Telephone # (Office) |  | | | | | Telephone # |  | | | |
| Telephone # (cell) |  | | | | | Email Address |  | | | |
| Email Address |  | | | | | Purchase Order No |  | | | |
| *Invoices will be emailed to the Email Address(es) above unless other instructions provided below:* | | | | | | | | | | |
|  | | | | | | | | | | |
| Please provide a brief description of biological and/or other material being relocated by Kryosphere: | | | | | | | | | | |
|  | | | | | | | | | | |
| **For Controlled Temperature Freezer Relocations** | | | | | | | | | | |
| Freezer Brand #1 |  | | | | Freezer Brand #2 | |  | | | |
| Current Temp Setting |  | | | | Current Temp Setting | |  | | | |
| Electrical Requirements | 110/115v or 208/220v | | | | Electrical Requirements | | 110/115v or 208/220v | | | |
| Upright or Chest Style |  | | | | Upright or Chest Style | |  | | | |
| Size – cubic feet |  | | | | Size – cubic feet | |  | | | |
| http://internationalconfig.com/config_chart/configchart3.jpg | | | | |  | | | | | |
| *Circle the Plug Receptacle that looks most like your freezer* | | | | | *Circle the Plug Receptacle that looks most like your freezer* | | | | | |
| Freezer Brand #3 |  | | | | Freezer Brand #4 | |  | | | |
| Current Temp Setting |  | | | | Current Temp Setting | |  | | | |
| Electrical Requirements | 110/115v or 208/220v | | | | Electrical Requirements | | 110/115v or 208/220v | | | |
| Upright or Chest Style |  | | | | Upright or Chest Style | |  | | | |
| Size – cubic feet |  | | | | Size – cubic feet | |  | | | |
| http://internationalconfig.com/config_chart/configchart3.jpg | | | | | http://internationalconfig.com/config_chart/configchart3.jpg | | | | | |
| *Circle the Plug Receptacle that looks most like your freezer* | | | | | *Circle the Plug Receptacle that looks most like your freezer* | | | | | |
|  | | | | | | | | | | |
| Freezer Brand #5 |  | | | | Freezer Brand #6 | |  | | | |
| Current Temp Setting |  | | | | Current Temp Setting | |  | | | |
| Electrical Requirements | 110/115v or 208/220v | | | | Electrical Requirements | | 110/115v or 208/220v | | | |
| Upright or Chest Style |  | | | | Upright or Chest Style | |  | | | |
| Size – cubic feet |  | | | | Size – cubic feet | |  | | | |
| http://internationalconfig.com/config_chart/configchart3.jpg | | | | | http://internationalconfig.com/config_chart/configchart3.jpg | | | | | |
|  | | | | | | | | | | |
| For additional freezers, please copy this page and complete | | | | | | | | | | |
|  | | | | | | | | | | |
| **Origination Information (location of freezers)** | | | | | **Final Destination Information** | | | | | |
| Physical Address | |  | | | Physical Address | | |  | | |
| Floor # | |  | | | Floor # | | |  | | |
| Raised Loading Dock (Y/N) | |  | | | Raised Loading Dock (Y/N) | | |  | | |
| Elevator (Y/N) | |  | | | Elevator (Y/N) | | |  | | |
| Elevator weight limit (lbs) | |  | | | Elevator weight limit (lbs) | | |  | | |
| Freezers containing client material, will client ensure all materials are secure in freezer or do you need Kryosphere to pack them securely (additional charges may apply)? | | | | | | | | | | |