## STANDARD REFERENCE MATERIAL PRO FORMA INVOICE

**FOR CUSTOMER SERVICE, CONTACT:** 100 BUREAU DRIVE, STOP 2300 GAITHERSBURG, MD 20899-2300  
**TELEPHONE:** 301-975-2200  
**FAX:** 301-869-3548

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### Customer P.O. # | Tax ID
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1. **Order submission to:**  
   Office of Reference Materials  
   National Institute of Standards and Technology  
   100 Bureau Drive  
   Stop 2300  
   Gaithersburg, MD 20899-2300

2. **Customer:**  
   Customer name and address

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Use continuation sheet if needed.

<table>
<thead>
<tr>
<th>Item #</th>
<th>Description of item (s)</th>
<th>Quantity</th>
<th>Unit Fee/Price</th>
<th>Amount</th>
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</table>

**Total**

**Subtotal (this page)**

**IN WITNESS WHEREOF:** The Parties have caused the agreement as defined in the Standard Reference Material (SRM) TERMS and CONDITIONS to be executed by their duly authorized representatives as follows:

**Prepaid Shipping Account #:**

**NIST Contact**

Steven Choquette  
100 Bureau Drive Stop 2300  
Gaithersburg, MD 20899-2300  
Phone: 301-975-2200  
Fax: (301) 948-3730  
E-mail: srminfo@nist.gov

**Customer Contact**

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**Total**

**Authorizing Official/Date**

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**Payment Information**

**Remittance by check:** NIST Lockbox accepts check payments for NIST. All checks must be drawn on a United States Bank and may payable in U.S. dollars. The NIST invoice/receivable number must be referenced on the check stub. **Send to:**  
All Customers  
NIST  
P.O. Box 301505  
Los Angeles, CA 90030-1505

**Credit Card, ACH or Wire Transfer Customers:** Go to www.pay.gov. Bypass the user id and password section; you do not need to be registered with Pay.gov to make a payment against our invoices. To locate the payment forms click on “by Agency Name” on the left hand side of the menu bar. Find and select the National Institute of Standards and Technology. Choose the NIST Calibration Payment Form. Complete all required fields and submit your payment.  
**Note:** Please verify with your banking institution that your account is set up to have ACH payments processed.  
Please e-mail us at billing@nist.gov for wire transfer instructions.
STANDARD REFERENCE MATERIALS TERMS and CONDITIONS

Authority - The National Institute of Standards and Technology provides Standard Reference Materials as stated in 15 USC 272(b)(2), which authorizes NIST to develop, maintain, and retain custody of national standards of measurement, and provide the means and methods for making measurement consistent with those standards; and 272(c)(6), which authorizes NIST to prepare, certify, and sell standard reference materials for use in ensuring the accuracy of chemical analyses and measurements of physical and other properties of materials.

Amendments or Changes to Existing Quote - Any changes to an existing quote will be treated as an amendment and a new quote will be issued. Some examples include but are not limited to the following:

- Changes or additions to the SRM/RM (s) on the quote;
- Cost changes (increase or decrease) to the total amount on the quote

Contracts and Signed Statements - As an agency of the United States Federal Government, Department of Commerce, the National Institute of Standards and Technology attests solely to the provisions described here. Receipt of orders by NIST does not imply acceptance of any provisions set forth in the order that are contrary to the policy, practice, or regulations of NIST or the U.S. Government. In general, NIST will not sign any affidavits, acknowledgment forms, or other documents that may be required by any domestic or foreign entity for policy governing procurement of goods and services. These terms and conditions supersede any conflicting and/or additional terms and conditions included in any purchase request or other document submitted to request NIST Standard Reference Materials. In ordering NIST Standard Reference Materials, the customer is agreeing to these Terms and Conditions which are also available at http://www.nist.gov/srm/ordering.cfm#Terms.

Shipping - Refer to http://www.nist.gov/srm/ordering.cfm#shipment and/or SRM certificate for shipping details for each SRM ordered. Customers are responsible for all custom duties and import fees.

Returns - Refer to http://www.nist.gov/srm/ordering.cfm#Returns for information regarding Returns.

Invoices – NIST does not accept a Letter of Credit as a form of payment. If you need any additional information, please contact phone on 301/975-3880, by e-mail at billing@nist.gov, or by fax on 301/975-8943.

- Credit Card and ACH: Go to www.pay.gov. Bypass the user id and password section; you do not need to be registered with Pay.gov. To make a payment against our invoices. To locate the payment forms click on “by Agency Name” on the left hand side of the menu bar. Fill in the details, and select the nearest office to your location. NIST is not responsible for errors in account number, address, or zip code.
- Wire Transfer: The transfer of funds can only be accomplished by your company going through a U.S. correspondent bank or by having your country’s central bank send a Swift telecommunication system message to the Federal Reserve Bank. Be sure to cover any processing fees your bank may charge you.
  - Payments may be sent by wire using the US Department of Treasury FEDWIRE system to the following bank: Treas NYC (Account is with the Federal Reserve Bank of New York). Address: U.S. Department of Treasury, 33 Liberty Street, New York, NY 10045 (Phone: 202-874-7132)
    - In Payment Details field, CL329930001
    - ABA# 021030004
    - ALC# 13060001
    - Account Name: TREAS NYC/CTR/BNF=NIST/AC-13060001
  - We cannot accept wires payment made through the Swift system only FEDWIRE. Therefore, we do not have a Swift code.
  - Our account number and name are of critical importance and must be referenced in order for NIST to be properly credited with your payment. It must appear in the precise manner shown to allow for the automated processing and classification of the funds transfer message. In addition, please refer to the NIST invoice/receivable number, your purchase order number, your country, and any other pertinent information that would help us identify what your company is paying.
  - This transfer of funds can only be accomplished by your company going through a U.S. Correspondent Bank or by having your country’s central bank send a Swift telecommunication system message to the Federal Reserve Bank. Be sure to cover any processing fees your bank may charge you.

- By Check: NIST Lockbox accepts check payments for NIST. All checks must be drawn on a United States Bank and made payable in U.S. dollars. The NIST invoice/receivable number must be referenced on the check stub. Send payment to: NIST, P.O. Box 301505S, Los Angeles, CA 90030-1505

References to NIST in Advertisements - NIST does not approve, recommend, or endorse any product or proprietary material. No reference shall be made to NIST in any advertising or sales promotion, which would indicate or imply that NIST approves, recommends, or endorses any product or proprietary material.


Traceability - The NIST Policy on Traceability can be found at http://www.nist.gov/traceability