# 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

<table>
<thead>
<tr>
<th>Customer P.O. #</th>
<th>Tax ID</th>
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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

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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**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:

<table>
<thead>
<tr>
<th>NIST Contact</th>
<th>Customer Contact</th>
<th>Total</th>
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</thead>
</table>
| Steven Choquette  
100 Bureau Drive Stop 2300  
Gaithersburg, MD 20899-2300  
Phone: 301-975-2200  
Fax: (301) 948-3730  
E-mail: srminfo@nist.gov | | |

**Authorizing Official/Date**

<table>
<thead>
<tr>
<th>Director for Office of Reference Materials/Date</th>
</tr>
</thead>
</table>

## 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:** Electronic payments may be submitted using Pay.gov by ACH (except foreign banks), credit card, or debit card. Go to www.pay.gov. To locate the payment forms, enter “NIST” into the search field. Select the “NIST Standard Reference Materials Payment Form.” Complete all required fields and submit your payment.

Note: For ACH payments, please verify with your banking institution that your account is set up to process ACH payments.

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 is a federal government agency under the U.S. Department of Commerce; therefore, NIST has to follow the payment process directed by the U.S. Department of Treasury. NIST DOES NOT electronically submit invoices. Invoices are mailed to the provided billing postal address. Should you need an email copy of your invoice, please send your request to sminfo@nist.gov.

Payment Information – All billing terms are net 30 days for domestic customers and net 45 days for international customers. First time international customers must prepay. Other requirements for prepayment are at the discretion of NIST. Payment must be received or late fees will be assessed. No discounts are allowed for early payment. We cannot accept a Letter of Credit as a form of payment. If you need any additional information, please contact by phone on 301/975-3880, or by email 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. Find and select the National Institute of Standards and Technology. Choose the NIST Standard Reference Materials 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.
- 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.

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.rist.gov/traceability