



**COPIA SCIENTIFIC™**  
SCIENCE WITHIN REACH

**Copia Scientific**  
245 Constitution Drive  
Taunton, MA 02780  
[www.CopiaSci.com](http://www.CopiaSci.com)

## Packaging / Shipping Instructions

In order to avoid shipping damages to your instrument, we strongly recommend that you follow the below packaging instructions:

1. Use a double corrugated (preferred) cardboard box. If you do not have a box, Copia can provide you with one at an additional cost.
2. Use a minimum of 3" of padding all around the instrument; this can be a rigid foam or bubble wrap (do not use paper wrap, peanut insulation, or newspaper).
3. A certificate of decontamination must be included inside the box with the instrument. The system cannot be serviced unless this form is present. If you need a blank decontamination form or you may download one from our website [www.CopiaSci.com](http://www.CopiaSci.com) (form found in Resources). If items are received without a Decontamination Form, Copia must perform the decontamination prior to servicing the instrument and you will be charged a \$50.00 decontamination service fee. This fee will be added to your order.
4. Please make sure to note the Quote/Order # on the outside of the box; this will ensure quick processing and prompt turn around.
5. Please ship the packages to:

Copia Scientific  
245 Constitution Drive  
Taunton, MA 02780  
Attn: Receiving Dept  
Ref: Quote/Order#XXXXX

6. Please notify Copia that the system has been sent and provide a tracking number.

7. Insure your package with your carrier; if you do not know the value, call us and we can provide you with appropriate values.

*Please note: Delay in service will occur if shipping damage is evident at the time of receipt. Copia will not service your instrument until the claim has been resolved between you and your carrier. You will be responsible for filing this claim. Damaged shipments received by Copia may also incur additional charges for special handling, claim coordination, pricing research, and storage of the unit during the claim process. **In order to avoid box charges in the future, please save the shipping box and special foam inserts for future service, specifically a PTC-200 or PTC-225.***

If you have any questions regarding packing for your PCR or any other instrument, please contact our Customer Service Department at 1-877-COPIA-SCI or [sales@copiasci.com](mailto:sales@copiasci.com).

Thank you for your cooperation.

**Copia Scientific**