SENDING YOUR ORDER

Step #1: Prepare your order using your company’s purchase order or a formal USP price quote from Customer Service.
• In all correspondence, refer to your purchase order number, your USP customer number, and/or your USP price quote number.
• Purchase order numbers are required for all credit term orders.

Step #2: Give USP the delivery contact name and telephone number.
• A recipient name and telephone number are required for all orders.
• Providing a contact will expedite communication of problems or issues with your order, especially internationally, and will increase delivery speed.

Step #3: Use an approved payment method.
• Credit Cards
USP accepts Visa, MasterCard and American Express— for your security, please DO NOT EMAIL credit card information. Credit card information can be entered securely by placing your order through USP’s online store USP Store, or you can call +1-301-881-0666 or 800-227-8772 to provide your credit card information to a Customer Service Representative.
• Credit terms with USP
USP will extend a provisional credit limit equivalent to US$3,000, without requiring a credit application, to all eligible customers upon request. For requests above US$3,000, please apply for credit terms by completing USP’s credit application Credit Application and contacting our Credit Department at credit@usp.org or calling +1301-881-0666, ext. 8323.

Step #4: Send USP your order quickly and securely.
• USP Store at www.usp.org
As soon as you click the “Place Order” button, we have it, and you will get an immediate confirmation by email.
• Email Customer Service at custsvc@usp.org
• Telephone +1-301-881-0666.
• 1-800-227-8772 (U.S. and Canada)
A Customer Service Representative will take your order Monday–Friday, 4:30 a.m.–5:00 p.m. EST. Fax to +1-301-816-8148. USP will confirm your order within two business days by email or phone.
• Mail orders* to: 7135 English Muffin Way, Frederick, MD 21704
  * USP does not recommend ordering by mail when you require fast processing.

TERMS AND CONDITIONS

All sales are subject to USP’s Terms and Conditions of Sale.

REFERENCE STANDARDS QUANTITY DISCOUNT POLICY
USP’s current quantity discount policy offers:
5% discount on orders with quantities of 15 or more Reference Standards in a single order in the United States and Canada when purchased through the USP Store only.
5% discount on quantities of 10 or more of the same Reference Standards in a single order purchased through the USP Store only (Excluding United States and Canada).

Discounts cannot be combined and do not apply to Reference Standards purchased for resale, including USP Distributors, and do not apply if the order is placed by phone, fax, mail or email. Our customer service department will be pleased to assist you in creating a USP Store account and to provide a brief tutorial on the advantages of using the USP Store.

PROBLEMS, CONCERNS, SCIENTIFIC SUPPORT
USP has a well-trained staff for order and product support.

Order Issues, Concerns or Suggestions
USP Customer Service and USP Store Support
Phone: +1-301-881-0666, 1-800-227-8772 (U.S. and Canada)
Fax: +1-301-816-8148
Email: custsvc@usp.org

Scientific Support
Reference Standards
Lisa Corbin, Technical Services Manager
Email: rstech@usp.org

USP Monographs
Brian Gilbert, Technical Services Manager
Email: stdsmonographs@usp.org

NF Monographs
Robert Lafaver, Technical Services Manager
Email: nfmonographs@usp.org

International Controlled Substance Team
Email: icsdsvc@usp.org
Phone: +1-301-881-0666
Toll free: 1-(800) 227-8772 (US and Canada)

Online Product Technical Support
Jean Gallagher, Customer Technical Support Spec III
Phone: +1-301-816-8291
Email: support@usp.org
SHIPPING

- USP does not ship any products to post office boxes. Please include a street address or your order will not be delivered.
- International customers are responsible for paying all customs duties, taxes, and tariffs levied for importation of USP products.
- Customers can request rush order handling for an additional US$75.00 charge (restrictions apply).
- Customers can choose their own carrier preference by giving USP their DHL, UPS or FedEx account number, for eligible items.
- USP will select the most appropriate carrier and least expensive method to ensure expedited delivery. Surcharges may apply.

SHIPPING CARRIERS

USP uses FedEx as its default carrier because we have negotiated favorable shipping rates with FedEx, which we pass on to our customers. However, we use alternative carriers for locations to which there is no FedEx service.

Default shipping rates for FedEx on RS orders

<table>
<thead>
<tr>
<th>Zone</th>
<th>Standard</th>
<th>Ambient</th>
<th>Dry Ice or Gel Pack</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe/Russia</td>
<td>$101.00</td>
<td>$139.00</td>
<td></td>
</tr>
<tr>
<td>Asia-Pacific</td>
<td>$101.00</td>
<td>$139.00</td>
<td></td>
</tr>
<tr>
<td>India</td>
<td>$106.00</td>
<td></td>
<td>$390.00</td>
</tr>
<tr>
<td>Middle East/Africa</td>
<td>$157.00</td>
<td></td>
<td>$206.00</td>
</tr>
<tr>
<td>Mexico/Central and South America/Caribbean</td>
<td>$118.00</td>
<td></td>
<td>$206.00</td>
</tr>
<tr>
<td>Canada</td>
<td>$73.00</td>
<td></td>
<td>$112.00</td>
</tr>
<tr>
<td>U.S. and Puerto Rico</td>
<td>$51.00</td>
<td></td>
<td>$67.00</td>
</tr>
</tbody>
</table>

If you would like a specific item not listed as requiring Cold Ship section of the catalog to be shipped on Gel Pack or Dry Ice, freight charges for Gel Pack and Dry Ice above will apply.

PREFERRED CARRIERS FOR DANGEROUS GOODS

Reference Standards that have been classified as dangerous goods have specific requirements for shipping.

Dangerous Goods Default Shipper:
(Excepted Quantities and Full Blown)

All dangerous goods shipments will default to the Preferred carriers based on availability, cost and service provided.

Any country that USP cannot move Dangerous Goods shipments by FedEx, DHL, or UPS will default to be transported via the Freight Forwarder for Air Freight/Door to Airport service.

Please note: For all international shipments requiring transport via Air Freight/Door to Airport, a $325 freight surcharge applies.

<table>
<thead>
<tr>
<th>Area</th>
<th>Dangerous Goods</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe/Russia</td>
<td>$118.00</td>
</tr>
<tr>
<td>Asia-Pacific</td>
<td>$118.00</td>
</tr>
<tr>
<td>India*</td>
<td>$390.00</td>
</tr>
<tr>
<td>Middle East/Africa</td>
<td>$174.00</td>
</tr>
<tr>
<td>Mexico/Central and South America/Caribbean</td>
<td>$140.00</td>
</tr>
<tr>
<td>Canada</td>
<td>$89.00</td>
</tr>
<tr>
<td>U.S. and Puerto Rico</td>
<td>$62.00</td>
</tr>
</tbody>
</table>

* All Dangerous Good shipments to India will be shipped Air Freight/Door to Airport at a cost of $390.00 per shipment.

For all other countries that cannot accept Dangerous Goods via FedEx or DHL, the required shipping method is Air Freight/Door to Airport. To determine if you should use this shipping method, please contact USP Customer Service at +1-301-881-0666.

INTERNATIONAL COLD CHAIN SHIPMENTS

USP has identified several items for cold shipment that will require the cold chain to be maintained internationally.

Items that USP has determined must remain frozen will be charged an additional fee based on the region (see table below). If you would like to use this service for other items, please contact USP Customer Service.
Default shipping rates for World Courier (WC) and FedEx Custom Critical (FECC) on International Cold Chain RS order

<table>
<thead>
<tr>
<th>Area</th>
<th>Cold Chain Shipment Freight Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Europe/Russia-WC</td>
<td>$2000.00</td>
</tr>
<tr>
<td>Asia-Pacific/China/India-WC</td>
<td>$2080.00</td>
</tr>
<tr>
<td>Middle East/Africa-WC</td>
<td>$2050.00</td>
</tr>
<tr>
<td>Mexico/Central and South America-WC</td>
<td>$2050.00</td>
</tr>
<tr>
<td>Canada, Europe, Asia Pacific - FECC</td>
<td>$512.00</td>
</tr>
</tbody>
</table>

USP Publication Shipments

<table>
<thead>
<tr>
<th>Item:</th>
<th>US Domestic</th>
<th>Canada</th>
<th>Europe</th>
<th>All other International</th>
</tr>
</thead>
<tbody>
<tr>
<td>USP/NF (English)</td>
<td>$69.00</td>
<td>$106.00</td>
<td>$308.00</td>
<td>$308.00</td>
</tr>
<tr>
<td>USP/NF (Spanish)</td>
<td>$69.00</td>
<td>$106.00</td>
<td>$308.00</td>
<td>$308.00</td>
</tr>
<tr>
<td>USP/NF Flash Drives</td>
<td>$42.00</td>
<td>$63.00</td>
<td>$175.00</td>
<td>$175.00</td>
</tr>
<tr>
<td>Chinese Pharmacopeia</td>
<td>$52.00</td>
<td>$79.00</td>
<td>$184.00</td>
<td>$158.00</td>
</tr>
<tr>
<td>Dictionary (USAN)</td>
<td>$21.00</td>
<td>$32.00</td>
<td>$90.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Food Chemicals Codex</td>
<td>$43.00</td>
<td>$84.00</td>
<td>$215.00</td>
<td>$215.00</td>
</tr>
<tr>
<td>Dietary Supplements Compendium</td>
<td>$41.00</td>
<td>$58.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>USP/NF</td>
<td>$16.00</td>
<td>$23.00</td>
<td>$66.00</td>
<td>$66.00</td>
</tr>
<tr>
<td>English Supplement</td>
<td>$20.00</td>
<td>$29.00</td>
<td>$79.00</td>
<td>$79.00</td>
</tr>
<tr>
<td>Spanish Supplement</td>
<td>$18.00</td>
<td>$27.00</td>
<td>$72.00</td>
<td>$72.00</td>
</tr>
<tr>
<td>Single Flash Drive</td>
<td>$15.00</td>
<td>$22.00</td>
<td>$61.00</td>
<td>$61.00</td>
</tr>
</tbody>
</table>

SPECIAL INSTRUCTIONS FOR INTERNATIONAL CUSTOMERS

• Ordering direct from USP or an Authorized Distributor is the fastest method to get results: Using product resellers, such as book or chemical supply houses, can add up to eight weeks to your order fulfillment time. Typically, USP processes orders for all our customers within two business days. USP cannot control how long a reseller keeps your order before giving it to USP for processing or how long it holds the product before passing it along to you.

• Apply for credit terms with USP: Having credit terms allows you to place orders using your company purchase order and pay once you get USP’s invoice. See “Sending Your Order – Step #3 for details.

• Please use an authorized credit card: USP accepts Visa, Master Card and American Express. DO NOT send checks or wire transfers for prepaid orders. See “Sending Your Order – Step #3 for details.

• Get an official USP price quote before ordering: Having an official USP price quote allows you to arrange payment with the security of knowing the price will not change for 30 days.

• Customs clearance: USP does not offer customs clearance services. We suggest that you arrange for a customs broker to facilitate clearance or allow FedEx to clear customs for you. Customs clearance is often the longest part of your product delivery time. Customers are responsible for paying all customs duties, taxes or tariffs levied for bringing USP products into their country.

• Language: USP has a diverse workforce. If you have trouble communicating in English, please ask your Customer Service Representative to find a USP employee who speaks your language. USP Customer Service has an English, Spanish, German, Italian, Arabic, French, Mandarin Chinese, Hindi, Urdu, Bangla, Punjabi, Hungarian, Greek and Korean language speakers on staff.

• Problems or issues: USP has regional account managers who can support your product inquiries, technical questions or general information needs in addition to those listed above.
ORDERING US DEA REGULATED ITEMS:

Controlled Substances and List Chemicals are Reference Standard items regulated by THE U.S. DRUG ENFORCEMENT ADMINISTRATION (DEA).

REQUIREMENTS FOR CONTROLLED SUBSTANCE AND LIST CHEMICAL ORDERS SHIPPED WITHIN THE UNITED STATES

List Chemicals
- Copy of customer’s valid DEA registration or letter on company letterhead stating the intended use of the list chemical for each order placed

DEA Schedules I and II
- Copy of customer’s valid DEA registration on file with USP
- DEA form 222, properly completed and mailed to USP

DEA Schedules III, IV, and V
- Copy of customer’s valid DEA registration on file with USP

REQUIREMENTS FOR CONTROLLED SUBSTANCE AND LIST CHEMICAL ORDERS SHIPPED OUTSIDE THE UNITED STATES

Listed Chemicals/ DEA Schedules I, II, III, IV, and V
- Import permit or letter of no objection valid for at least three (3) months at the time of order submission to USP
- Justification of End-Use and No-Re-Export Statement issued & signed by the End User, printed on End User’s company letterhead
- English translation for all documents which are not written in English

General Information
- There is an additional fee of US$25.00 to each unit price of USP DEA controlled substance and list chemical reference standard shipping outside of the United States.
- US DEA regulated items are shipped outside of The United States by AIR FREIGHT/DOOR TO AIRPORT or FedEx Air (door to door) Service. Please check which USP shipping method complies with importing regulations in your country
- Please consult page 2 for international freight charges.

Special Handling
- Special handling fees may be charged by USP to obtain certificates or documents required by foreign countries in order to import USP Reference Materials. These fees are in addition to the cost imposed by the foreign authority to obtain the certificate(s).
- The special handling fee is US$25.00 per certificate. Please address any questions to USP International Controlled Substance Team at:
  Email: icsdsvc@usp.org
  Phone: +1-301-881-0666
  Toll free: 1-(800) 227-8772 (US and Canada)

- USP can only ship Controlled Substances and List Chemicals outside of The United States with approval to export from the U.S. DRUG ENFORCEMENT ADMINISTRATION (DEA)