

28 October 2008

**Your Order Number:**

**Item:**

Dear

Thank you for your recent order. As a manufacturer and supplier of research chemicals we are required to maintain strict controls over the supply of our chemicals and equipment. Your order contains an item which is a controlled drug and requires an original written requisition and licence copy to be sent to us. Below is a form which needs to be completed and posted back to us before we can continue processing this product. Other items on your order, not requiring a written requisition, will be despatched as per normal.

**The Home Office require a written requisition, with an original signature, to be supplied. Faxed or emailed copies are not suitable.**

**If your completed form is not returned to us within 10 working days the item will be cancelled.**

Please post back all forms to:-

Order Entry Department,  
Compliance Section,  
Sigma-Aldrich Co. Ltd.,  
The Old Brickyard,  
New Road,  
Gillingham,  
Dorset,  
SP8 4XT.

Please contact us if you have any questions regarding the forms as we want to process your order with the minimum delay. We can be contacted by telephone on 01747 833311

Sigma-Aldrich Customer Service

