

CNS/NNIN User Program Billing Information Form Non-Harvard Users

Instructions:

1. Print and complete this form
2. Send this form to: Center for Nanoscale Systems (CNS), Harvard University, ATTN: Jim Reynolds, 11 Oxford Street, LISE 306, Cambridge, MA 02138 or fax to 617-384-7302

User Name:		Title:	
PI Name:		Title:	
Institution:			
Department:			
User Phone#: <small>Please include area code</small>	User Fax#:	User e-mail:	
Purchase Order Number (a hardcopy is required and should be mailed or faxed along with this form): ENTER YOUR PO # HERE: 			

Authorizing Signature (Departmental administrator or Purchasing Officer)

Authorizer:		Title:	
Signature:		Date:	
Phone:	Fax:	e-mail:	

Please note that Harvard's terms are NET30. All CNS invoices must be paid within 30 days of invoice date. Invoices that are past due over 60 days will result in suspension of user access (credit freeze) until all outstanding invoices are paid in full. Invoices that are past due over 60 days are also subject to collection. Please see Memorandum of Understanding form for more important information regarding payment.

At this time CNS does not have the ability to accept credit/debit cards, or corporate purchasing cards.