www.DeGraffStablesMarketPlace.com

Shipped Semen Request Procedures

Step 1: Be sure all required paperwork is received by DeGraff Stables, Inc.

Please be sure that all paperwork has been received by mail, email or by fax, at least three days prior to requesting a semen shipment. The sooner that DeGraff Stables has all this information, the better the service we can provide you, your vet, and your mare. This paperwork includes:

- ☐ Signed Breeding Contract
- ☐ Signed Shipped Semen Contract
- ☐ Fully Completed Mare/Shipping Information Form **OR** Rebreed Form
- ☐ Copy of Mare's Registration Papers
- ☐ All Pre-breeding Veterinary Reports for Open or Maiden Mares
- ☐ Payment in Full* for Annual Booking Fee, Stud Fee and/or Rebreed Fees, as applies
- ☐ Pre-payment of est. shipping fees for first cycle or credit card authorization on file for shipping charges**
- ☐ Credit Card Authorization Form on File or $300 for Equitainer Deposit

* All payments must be received prior to your first semen request.
* All checks for booking and stud fees should be made payable to the "Stallion Owner" per breeding contract. You may alternatively pay any portion by credit card for an additional 4% fee.
* All checks for Rebreed, Haul-In Insemination or Shipping fees should be made payable to "DeGraff Stables, Inc."
* A credit card or pre-payment of all estimated shipping charges by cash, check, or money order is required in advance of shipping.

Step 2: Contact DeGraff Stables Directly By Phone to Order Semen.

Call **DeGraff Stables-Dawn - Cell 330.465.0131** no later than **2 pm** Eastern time **THE DAY BEFORE** semen is to be collected - Collection days are Monday, Wednesday, Friday. Saturdays by appointment. Note: Saturdays have only Customer Pick up at the Farm or Airline CTC shipments available. You may fax or email your request, but DGS requires that **if you fax or email the request, you MUST ALSO CALL and leave a voice mail message.** Please provide your name, phone number and advise us how you made the semen request when you leave your message.

Step 3: Provide ALL of the necessary information.

When leaving a phone message, speak slowly and spell any words that may be difficult to retrieve via message so that we get your address and information correctly. You may wish to fill out the stallion's Shipped Cooled Semen Request Form and fax it or use it to be sure you do not forget any information.

Step 4: DGS will confirm your shipment.

Please be sure to give us the best way of confirming your shipment (i.e. phone/fax/e-mail.)

NOTES: *Semen is available via Fed-Ex overnight priority, by counter-to-counter air freight, or by pick up at the farm. Priority is given to mares ordering first in a cycle and orders will be processed in the order in which they are received. If you need to cancel an order, please advise DeGraff Stables as soon as possible. Orders are considered confirmed if you have not cancelled within the 24 hours prior to shipping. You may be liable for shipping charges if the order has already been processed when you call in a cancellation.*

SPECIAL NOTE TO CANADIAN CUSTOMERS:

NEW! Canadian Import Regulations Apply! Check with us for details! ***CANADIAN SHIPMENTS REQUIRE 48 HOUR NOTICE!*** *Also! Saturday deliveries via Fed-Ex or Airline are extremely difficult from the U.S. into Canada due to the airline schedules and limited hours of the customs offices. There are many locations in Canada that do not offer customs service on the weekend at all. PLEASE work with your vet to try and 'time' the mare's ovulation for earlier in the week so that you do not get caught with fewer options for a Saturday delivery. If you need a collection on an "off" schedule day, please call, we will do our best to accommodate you if at all possible.*
DGS will ship semen in one of their containers; usually an Equitainer. They require a $300.00 refundable Equitainer deposit. You will be responsible for the cost of returning the container. Equitainers MUST be returned immediately after each use. Please ship via Fed-Ex, UPS, Postal Service or similar. We must receive the container back within 3 days from shipment or a $25/day rental charge will be assessed. You may supply your own Equitainer BOLDLY marked with your name and address on it. (Please have all "parts" labeled too.) In some instances, you may also supply or purchase disposable shipping containers from DeGraff Stables; please note: certain stallions will NOT be shipped in a disposable. If you provide us with your container, please plan to have it arrive 48 hours prior to semen shipment requirements so that we may allow for proper time to freeze cans/packs for reshipment