207 315-2567 x310 | services@bigelow.org | bigelow.org
60 Bigelow Drive | East Boothbay, Maine 04544

Billing and Payment Information

Information for clients requesting quotations and paying Bigelow Laboratory invoices

Information needed for a quotation and invoicing

Client and billing details

- Legal institution or company name
- Billing contact
- Email address
- Billing address (needed for invoicing)
- Tax-exempt documentation, when applicable

Project details

- Analysis requested and sample matrix
- Number of samples
- Completed *Sample Intake Sheet*
- Requested reporting or any turnaround requirements

Purchasing requirements from your institution

- Purchase-order
- Required quotation or invoice wording
- Internal project or grant reference

Potential additional costs

- Rush or special handling, when approved
- Bank, payment-processing, or intermediary fees
- Additional requests outside the approved scope

Payment options (all payments must be remitted in $USD)

Method	Fee	Client guidance
Check	No fee	Make payable to **Bigelow Laboratory for Ocean Sciences** and mail to: **Bigelow Laboratory for Ocean Sciences** **c/o Accounts Receivable** **60 Bigelow Drive** **East Boothbay, ME, 04544, United States**
ACH	No fee	Domestic electronic payment. Please send payment remittance to finance@bigelow.org and reference quote/invoice number. See additional instructions below.
Wire transfer	$50 fee	Available for domestic or international payments. The client is responsible for the lab's wire fee and any sending, intermediary, or receiving bank charges.
PayPal	2.99%	A processing fee of 2.99% is charged directly to your account from PayPal. Request current payment instructions from Bigelow Laboratory Business Office (finance@bigelow.org).

ACH payments

This is Bigelow Laboratory's preferred payment method. Include the Bigelow Laboratory invoice number, client name, and project reference with the payment. The client is responsible for all bank and intermediary fees so that Bigelow Laboratory receives the full invoiced amount.

ACH Routing Number: 011201830

ACH Account Number: 63117161

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Wire payments

Please contact The First, N.A. Accounting Department 207-563-3195 extension 2082 if the bank requires additional information. A $50 fee applies for all wire transfer payments.

Domestic wires

Financial Institution: The First, NA
ABA/Routing Number:011201830
Customer Name: Bigelow Laboratory for Ocean Sciences
Customer Account Number: 631-17161

Foreign wires

With US correspondent bank:
Financial Institution: The First, NA
Address: PO Box 940, Damariscotta ME 04543
ABA/Routing Number:011201830
Customer Name: Bigelow Laboratory for Ocean Sciences
Customer Account Number: 631-17161

Without US correspondent bank:
Financial Institution: Key Bank
Swift: KEYBUS33
Address: 4910 Tiedman Road, OH 44144
Mail Code: OH-01-51-0641, Cleveland
Credit to: The First, NA
Account Number: 199681001947
Customer Name: Bigelow Laboratory for Ocean Sciences
Customer Account Number: 631-17161

Purchase orders

If you are using a purchase order please provide a copy of the approved PO and the Bigelow Laboratory quote number to your Bigelow Laboratory science contact AND finance@bigelow.org before work begins. The purchase order should match the quotation amount and identify the Bigelow Laboratory quotation or project reference. Invoices are issued according to the terms stated in the quotation, agreement, or invoice. Questions about an invoice should be raised promptly with your quoting contact and should include the invoice number.

Billing contact information

Client name	
Client Institution	
Accounts-payable contact	
Billing address	
Email and/or telephone	
Purchase order or project reference	
Payment method	