

CUSTOM SOLUTIONS REQUEST FORM

DISTRIBUTOR INFORMATION:

All contact information is required.

First Name	_____	Last Name	_____
Job Title	_____	Company	_____
City	_____	Country	_____
Telephone	_____	Email	_____

CUSTOMER INFORMATION:

All contact information is required.

First Name	_____	Last Name	_____
Job Title	_____	Company	_____
Address 1	_____	Address 2	_____
City	_____	State/Prov.	_____
Postal Code	_____	Country	_____
Telephone	_____	Email	_____

SELECT YOUR SERVICE:

☐ **Option 1 GMP Identification service only (standard bacterial or fungal sequencing)**

Select turn-around time: ☐ 10 Day ☐ 3 Day ☐ Next Day ☐ Same Day, if available

☐ **Option 2 GMP Identification and secure storage for one year**

Select turn-around time: ☐ 10 Day ☐ 3 Day ☐ Next Day ☐ Same Day, if available

☐ **Option 3 GMP Identification, secure storage and ready-to-use QC microorganism product**

Please note: if choosing option 3, pre-approval of the order is required before shipping your samples.

Select concentration below (selection in this category typically provides faster delivery):

☐ Growth promotion product with hydrating fluid (delivers 10-100 CFU per 0.1 ml aliquot)

☐ Specified CFU per pellet. If selected, define concentration required:

Or select a Microbiologics product format:

Qualitative: ☐ KWIK-STIK™ ☐ LYFO DISK™

Quantitative: ☐ EZ-Accu Shot™ ☐ EZ-CFU™ One Step ☐ Epower™

STRAIN INFORMATION:

All information is required for each strain.

	Strain 1	Strain 2	Strain 3	Strain 4
Requested completion date				
Indicate biosafety level				
Microorganism name as you want it to appear for labeling purposes				
Your item number to be used for ordering. <i>If not indicated, we will assign</i>				
Passage # of culture being submitted. <i>If left blank, 0 will be assumed</i>				
Preferred culture medium				
Preferred incubation temperature				
Preferred incubation time				
Preferred incubation atmosphere				
How often do you plan on ordering this strain				
Special instructions				

CUSTOM SOLUTIONS TERMS:

Customer's specific strains have not been obtained, nor have they been delivered, produced or manufactured from biological materials originally obtained from the American Type Culture Collection ("ATCC").

-OR-

Customer's specific strains originated from biological materials obtained from ATCC and customer has obtained a written commercial use license ("License Agreement") from ATCC that authorizes it to engage a Third Party for contract manufacturing services.

Microbiologics does not perform validations or shelf life testing on Custom Solutions products; this allows us to provide you with product in a shorter timeframe.

☐ I agree to the Custom Solutions terms indicated above. Signee's initials: Date:

Additional Strain Usage

I acknowledge Microbiologics will have use of this strain unless otherwise indicated.

☐ I do not want Microbiologics to use this strain outside the scope of this order.

HOW TO PACKAGE AND SEND YOUR SAMPLES:

Notes:

- If ordering option 3, please submit this form and wait for approval before shipping your samples
- Samples can be sent as slopes or plates
- No subculturing is required
- Samples can be sent to NCIMB by post or courier

Please package samples carefully according to the following instructions:

1. Seal sample containers.
 - If sending slopes use leak-proof bottles and make sure the lid is on tightly
 - Seal plates using the parafilm provided
2. Place sealed samples in the specimen transport bag, and follow the sealing instructions on the bag. No bar code is required. Take care – the sealing strip is very sticky!
3. Place the specimen bag in the box along with your completed order form.
4. Complete the sender information label on the box.
5. If additional packing filler is required, crumple a sheet of paper and enclose in the box with your samples.
6. Seal the box using the UN 3373 label.
7. Put the box in the blue mailing bag and seal.
8. Attach customs form in accordance with your national requirements for sending to the United Kingdom.
9. Call your own courier for collection or attach postage payment in accordance with your national requirement for posting to the United Kingdom.
10. Ship package to:
NCIMB, Ferguson Building, Craibstone Estate, Bucksburn, Aberdeen, AB21 9YA, United Kingdom