

ACCOUNT # _____

FOR THE INSTITUT FÜR HYGIENE USE ONLY

SHIP SAMPLES TO:

ACCUGENIX
 c/o Institut für Hygiene
 Universitätsklinikum Münster
 Robert-Koch-Str. 41
 48149 Münster GERMANY

Fon: +49.(0)251.83.55690
 Fax: +49.(0)251.83.55688
 Email: muensterlab@accugenix.com

CUSTOMER ACCOUNT INFORMATION

CONTACT INFORMATION

COMPANY	CONTACT NAME	TEL
ADDRESS		
POSTAL CODE	CITY / PROVINCE	COUNTRY

BILL TO

SAME AS CONTACT INFORMATION

CONTACT NAME	EMAIL ADDRESS	TEL
ADDRESS		
POSTAL CODE	CITY / PROVINCE	COUNTRY

PAYMENT INFORMATION

(TESTING WILL NOT BEGIN UNTIL VALID PAYMENT INFORMATION IS RECEIVED)

PURCHASE ORDER #
 If using a PO#, send a signed copy via email to technicalsupport@accugenix.com, or fax to +1.302.292.8468.

CREDIT CARD (WE WILL CONTACT YOU FOR THIS INFORMATION)

DELIVERY OF ID REPORTS ON DUE DATE

VIA EMAIL - PROVIDE ALL APPLICABLE ADDRESS(ES)

VIA FAX - PROVIDE FAX NUMBER

DELIVERY OF REPORTS

Accugenix automatically emails 21 CFR Part 11 compliant reports on their due date. Printed reports available upon request. Fees may apply.

SAMPLE DISPOSITION

MUST CHOOSE ONE. Samples will be discarded 3 calendar weeks from sample due date.
 Discard Sample Return Sample (Customer FedEx # Required) Customer FedEx# _____

AUTHORIZATION

AUTHORIZED SIGNATURE (REQUIRED)	DATE
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TEST INFORMATION

The number in each code refers to the desired turnaround time in business days from when the sample is received. Use "0" test codes for same day service.

BACTERIAL ID (16S 500bp) BacSeq-0 BacSeq-1 BacSeq-2 BacSeq-5 BacSeq-10	MOLD and YEAST ID (ITS) FunITS-0 FunITS-1 FunITS-2 FunITS-5 FunITS-10
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When more than one colony type is present: ID DOMINANT COLONY ONLY ID ALL DISTINCT COLONY TYPES ID CIRCLED COLONY ONLY

LAB USE ONLY	CUSTOMER SAMPLE ID	BACTERIA	MOLD	YEAST	TEST CODE	MARKETED*	COMMENTS
	1						
	2						
	3						
	4						
	5						
	6						
	7						
	8						
	9						
	10						

* Check only if sample is recovered from marketed product source.

SAMPLE SUBMITTAL

A completed Identification (ID) Request Form with authorized signature must accompany all samples shipped to the Institut für Hygiene. Payment/purchase order must be included or testing may be delayed. The ID Request Form may be accessed at www.accugenix.com.

Microbial identification can only be performed with pure colonies. Customers may ship plates with more than one colony type, provided the colony (or colonies) to be identified is (are) well separated from other organisms. The organisms to be identified should be clearly marked and listed individually on the ID Request Form to ensure testing will not be delayed.

Accugenix does not perform sterility testing. Failure to obtain a result does not indicate or imply sterility of sample.

If samples are received at the Institut für Hygiene after 13:00 Central European Time (CET), TAT will begin the following business day.

FEES MAY APPLY TO THE FOLLOWING:

- Samples for which it is unknown whether the organism is a bacterium, mold or yeast
- Samples that require isolation prior to testing
- Submitted samples that are cancelled by a customer after testing has begun may incur full charge for identification
- Customer samples retained beyond three (3) weeks
- Samples that do not produce sequence data

TAT (TURNAROUND TIME) REQUESTS

TAT is based on business days and begins on the day of receipt at the Institut für Hygiene. If, upon arrival, the ID Request Form is incorrect or incomplete, samples are mixed, contain no visible growth and/or require testing for clarification, the TAT will begin when isolated colonies, sufficient growth and/or additional information is received.

Results are issued by 18:30 Central European Time (CET) on the due date.

Samples submitted for Same Day turnaround time (TAT) require notification prior to their arrival; Same Day test codes include BacSeq-O, and FunITS-O. Please contact the Institut für Hygiene at +49.(0)251.83.55690 with the shipper and tracking number. Same Day TAT is available for samples received Monday through Friday. Same Day TAT samples must be shipped for arrival at the Institut für Hygiene by 8:30 Central European Time (CET). Accugenix does not guarantee results by 24:00 Central European Time (CET) for samples received later than 8:30 Central European Time (CET). Results for Same Day TAT samples received after 8:30 Central European Time (CET) will be sent as soon as available the next business day. Same Day TAT charge will apply.

MISCELLANEOUS

The Institut für Hygiene is a qualified sub-contractor of Accugenix operating under an approved Quality Agreement. Laboratory processing of samples will be performed by the Institut für Hygiene. Resulting sample data will be securely transferred from the Institut für Hygiene to Accugenix for analysis, review and reporting.

Accugenix sample retention policy is to hold customer samples for three (3) weeks post-result due date. Requests for longer retention should be made in writing to Technical Support at: technicalsupport@accugenix.com

Once samples arrive, processing is initiated based on requested TAT.

The Institut für Hygiene recognizes most major German holidays and will be closed. Please contact Technical Support with questions regarding holiday observances and resulting effect on TAT.

Accugenix pricing is subject to change without notice. Payment terms are net thirty (30) days.

Accugenix warrants that the services provided to Client shall conform to Accugenix's current testing specifications and with current Good Manufacturing Practices.

THE WARRANTY SET FORTH ABOVE IS IN LIEU OF ANY AND ALL OTHER REPRESENTATIONS OR WARRANTIES, EXPRESS, IMPLIED OR STATUTORY INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR FOR NON-INFRINGEMENT OF A PATENT, TRADEMARK OR OTHER INTELLECTUAL PROPERTY RIGHT.