

Client		Invoice Department	
Name of sender:		Administrator:	
Institute / Company:		Invoice department:	
Department:		Invoice address:	
Shipment address:		Zip/City:	
Zip/City:		Country:	
Country:		e-mail address:	
e-mail address:		Phone number:	
Phone number:		VAT #:	
Fax number:		Your order #:	
Other contact person: e-mail address:		Quotation #:	
		Year contract #:	

## ORDER (please use the sample sheet)

BaseClear uses a validated PCR test for rapid and reliable detection of Mycoplasma contamination in various *in situ* biologicals including cell cultures and virus stocks (product# 300). Between 5 and 20 samples per order are tested by us, together with internal positive and negative controls. **Please indicate your samples in the sample sheet on the next page.**

## RESULTS (I would like to receive my results as following)

<input type="checkbox"/> <b>e-mail only (free of charge)</b>  <input type="checkbox"/> PGP encrypted (requires key)	<input type="checkbox"/> <b>regular mail including:</b> <i>(see pricelist for additional costs)</i>  <input type="checkbox"/> files on CD (BC-111) <input type="checkbox"/> prints of sequence and peak-plot (BC-112) <input type="checkbox"/> preliminary results by e-mail (no charge)
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<b>I accept the general terms and conditions of BaseClear*</b>  <b>Name</b> : _____  <b>Signature</b> : _____  <b>Date</b> : __ / __ / ____	<i>To be filled out by BaseClear:</i>  <b>Project Code</b> : _____  <b>Date of registration</b> : __ / __ / ____
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\*Our General Terms and Conditions apply to all projects BaseClear carries out and can be downloaded from our website ([www.baseclear.com/labservices/terms\\_conditions](http://www.baseclear.com/labservices/terms_conditions)).

## **SAMPLES**

Cell lines should be cultured in the absence of antibiotics for 3 days without refreshment of culture media. If cells are cultured for a longer period, substances may accumulate in the medium that inhibit the test. Per sample, collect 1 ml of culture supernatant in 1.5 ml Eppendorf Safe-Lock tubes or screw cap tubes. To maximize test sensitivity, supernatants should be collected from 90-100% confluent cell cultures. Sample tubes should be wrapped in absorbing material, and enclosed in a watertight container (e.g. a 50ml tube), solid enough to resist breaking and leaking during transport.

## **TERMS OF DELIVERY**

BaseClear performs mycoplasma tests every two weeks on Wednesdays. Please consult the calendar on our website ([www.baseclear.com](http://www.baseclear.com)) to obtain the exact testing data. Samples that are present at BaseClear before 10am on the day of testing will be processed that same day.

Test results are interpreted by us and summarized in a table. A full report including the table and the 'raw data' with test results will be mailed to the client in PDF format within 4 working days. Optionally, email can be encrypted or a printed report can be sent by regular mail. Please indicate your option on the frontpage of this orderform.

In case the test does not clearly indicate a positive or negative result of certain samples, BaseClear will offer the customer retesting of these samples at the next testing date at no additional charge. If however the repeated test also fails to give a clear result, setup costs will have to be charged at 50% of the regular price.

We invite you to visit our website for some background information on mycoplasma contamination, and for a description of the assay principle and interpretation of results. BaseClear guarantees the complete confidentiality of all client information, project data and biological samples during or after the termination of the contract. Upon request, we provide a confidentiality agreement for each customer that may be amended to comply with your corporation's guidelines for submitting biological samples to a service company.

# Mycoplasma Sample sheet

No.	Sample name	No.	Sample name
1.		13.	
2.		14.	
3.		15.	
4.		16.	
5.		17.	
6.		18.	
7.		19.	
8.		20.	
9.		21.	
10.		22.	
11.		23.	
12.		24.	

**Total number of tests ordered: \_\_\_\_\_**  
**(minimum is 5)**