**Monoclonal Antibody Service Order Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer Information** | | | |
| **Company** |  | **Order Date** |  |
| **Attn** |  | **PO #** |  |
| **Tel.** |  | **Email** |  |
| **Bill To** |  | **Ship To** |  |

**Requested Monoclonal Antibody Service Package**

**ELISA** Monoclonal Package

Guaranteed **Western Blot** Monoclonal Package

Guaranteed Immunohistochemistry (**IHC**) Monoclonal Package

Guaranteed Immunoprecipitation (**IP**) Monoclonal Package

Guaranteed **Phospho-Specific** Package

|  |  |
| --- | --- |
| **Antigen Information** | |
| **Protein Name** |  |
| **NCBI Number** |  |
| **Species** |  |
| **Protein Full Length Sequence** |  |
| **If you need phospho-specific antibody, phosphorylation at which amino acid?** |  |
| **Protein Description (e.g., whether it is a trans-membrane protein, whether it has a signal peptide, etc)** |  |
| **Protein Localization**  **(Cell membrane, cytoplasm, nucleus, other)** |  |
| **GI Number of proteins you would like the antibody not to recognize\*** |  |
| **What application(s) you would use the antibody for (e.g., WB, IP, IF, IHC, FACS)?** |  |
| **Can you provide a plasmid containing the full length cDNA?** | If yes, please fill in Supporting Table 1 |
| **Do you provide peptide antigen?** | If yes, please fill in Supporting Table 2 |
| **Do you provide protein antigen?** | If yes, please fill in Supporting Table 3 |

\*I**f not specified, antigen will be designed so antibody won’t recognize most highly related protein in NCBI)**

|  |  |
| --- | --- |
| **Supporting Table 1** | |
| **Information of cDNA plasmid provided by customers** | |
| **ORF length** |  |
| **ORF sequence** |  |
| **Whether the ORF sequence in the plasmid is the same as NCBI sequence. Please specify if not.** |  |
| **Vector** |  |
| **Resistance** |  |
| **cDNA NCBI number** |  |
| **Tag** |  |
| **Tag position**  **(N-terminal or C-terminal)** |  |
| **QC Standard:**  **Provided plasmids should have the correct sequence with sequencing report attached.**  **Plasmid quantity ≥ 500 ng and concentration ≥ 10 ng/μl.**  **If you provide bacteria, volume should be ≥ 200 μl.**  **(Note: incorrect plasmids may results in additional fees and project delays or cancellation)** | |

|  |  |
| --- | --- |
| **Supporting Table 2** | |
| **Information of peptide provided by customers** | |
| **Unmodified peptide** | |
| **Peptide sequence** |  |
| **Modified peptide** | |
| **Modified peptide sequence** |  |
| **Unmodified control peptide sequence** |  |
| **QC Standard:**  **For polyclonal projects: ≥ 9 mg peptide, QC report (MS+HPLC), theoretical MW, purity ≥ 80%**  **For modification-specific projects: ≥ 10 mg modified peptide, ≥ 10 mg control peptide, QC report (MS+HPLC), theoretical MW, purity ≥ 80%** | |

|  |  |
| --- | --- |
| **Supporting Table 3** | |
| **Information of protein provided by customers** | |
| **Protein Name** |  |
| **Molecular Weight** |  |
| **Concentration (> 0.5 mg/ml required)** |  |
| **Quantity (> 5mg required）** |  |
| **Buffer** |  |
| **Recommended storage condition** |  |
| **Specify the tag if there is any** |  |
| **QC standard: Purity ≥ 70%; quantity ≥ 5 mg; concentration ≥ 0.3 mg/ml.**  **For liquid samples, a document specifying the purity, concentration and volume is required.**  **For lyophilized samples, a document specifying the quantity is required.** | |

This form is to ensure that we completely understand your needs and project requirement. If necessary, a CDA (Confidential Disclosure Agreement) can be executed before submitting this form.

**Terms and Conditions**

1. Description of Services and Fees

Bio Basic Inc. agrees to provide the customer detailed materials, application guarantees, technical design information, antibody production schedules and project deliverables as specified in the Sales Order. The customer agrees to pay Bio Basic fees for the services provided according to the service packages and any additional services that may be required.

1. Materials and Information

The customer will provide Bio Basic Inc. with sufficient amounts of materials such as antigens, samples, or other substances required to complete the project as outlined in the Sales Order. Additionally, the customer will provide comprehensive data or relevant information as requested by Bio Basic Inc. to aid in completion of the project. Unless otherwise requested by the customer, upon completion of the custom antibody project any material materials that were provided by the customer will be destroyed.

1. Deliverables and Payment

Bio Basic Inc. will ship the agreed-upon quantity of deliverables as defined in the Sales Order to the customer. All deliverables are internally quality controlled to meet the standards as defined in the Sales Order. Final purified antibody will be shipped as a lyophilized powder. Along with the previously-agreed upon deliverables, Bio Basic Inc. will provide related quality documentation as outlined in the Sales Order. All documentation will be sent in hard copy with the final product and electronically via email.

No custom antibody service project is initiated without a purchase order or credit card number. Bio Basic Inc. accepts purchase order, credit card (Visa or MasterCard), cheque or wire as payment methods. Payment term is net 30 days. Unless stated otherwise in the Sales Order, a 50%, non-refundable, start up fee is required upon project initiation.

Unless stated otherwise in the Sales Order, if the contracted products are not delivered or are found to not meet the standards set forth in the Sales Order, Bio Basic Inc. will refund the customer in full.

1. Timeline

Prior to the initiation of the custom antibody project, Bio Basic Inc. will provide the customer with an estimate of project milestone dates in the Sales Order. Bio Basic Inc. will make its best effort to ship the customer deliverables according to such schedule outlined in the Sales Order. However, the schedule as specified in the Sales Order is an estimate and the actual time may vary depending on the project. If an unexpected complication interrupts the service, Bio Basic Inc. will report such setbacks to the customer within 5 business days

1. Functionality of Purified Antibody

Bio Basic Inc. guarantees that their custom-generated monoclonal and polyclonal antibodies will test ELISA-positive for the target peptide antigen. Based on the custom antibody service package chosen by the customer, Bio Basic Inc. will also provide an application-specific guarantee for their custom antibodies, as laid out in the Sales Order.

1. Cancellations

For any custom antibody project, the customer may cancel the order without any penalty after reaching an agreement with Bio Basic Inc. if Bio Basic Inc. has received the order but has not initiated the project. If Bio Basic Inc has initiated but has not completed the project, a cancellation fee will apply. The cancellation fee will be assessed on a case-by-case basis. If Bio Basic Inc. has completed the project, the customer may cancel the order, however, the full amount must be paid to Bio Basic Inc.

1. Inspection Policy

Upon receipt of shipped goods, customer shall inspect the shipment promptly for damages, shortages and correct identity of the product. Any product that is not identical to the deliverables as outlined during that stage of the Sales Order will be replaced or authorized for return and credit, at our option. Any claims must be submitted within 3 months of shipment.

1. Warranty

Bio Basic Inc. guarantees each custom antibody service as outlined in the Sales Order. Any claims must be submitted within 3 months of shipment. Bio Basic Inc. reserves the right to refuse handling disputes after a period of 3 months.

1. Patents

Bio Basic Inc. serves as a service provider and offers generation of custom antibodies against antigens provided by the customer (as either a DNA sequence, peptide or protein). It is the sole responsibility of customer to verify whether his respective work is the result of any infringements of any patents. Bio Basic Inc. expressly disclaims any liability in this regard.

1. Usage

Bio Basic Inc. products are used exclusively for scientific research purposes only. Materials will not be used for human or animal consumption.

1. Confidentiality

Bio Basic Inc. and the customer agree that all confidential information including but not limited to project scope, contract terms, pricing information, product development technologies and processes, and business-related information shall not be disclosed to any third party and both parties receiving confidential shall only make internal use of the confidential information.