**HOW TO PLACE A REQUEST:**

* Complete this form in full and submit it by email to vvcf-enquires@ndm.ox.ac.uk

If additional services are required, please detail these in the email.

* Upon receipt, your order will be reviewed by VVCF staff and a quote raised for the services required.

**SECTION 1: GENERAL ORDER INFORMATION:** to be completed by all customers

|  |  |
| --- | --- |
| **Requestors name** |  |
| **Institution** |  |
| **e-mail address** |  |
| **Oxford PI**  Please state Oxford PI’s group (grant holder) that this is being funded by |  |
| **Name of virus to be prepared**  (this will be on all paperwork and labels) |  |
| **Previous stock number**  Please state the batch number you would like re-bulked |  |
| **Is there any additional information you require to be included on the production record?** (please type in info in box provided) |  |
| **Quantity required:**  Standard prep is 1-5x1010 IU in total |  |
| **Aliquot sizes required:**  Typically we prepare 4 x 100µl and the rest in 1ml volumes plus any spare. |  |
| **Do you require any other services with regards to this order** (e.g. end point sequencing or stability checking) | Additional costs associated. |
| **Funding**  If an Oxford customer, how is this order funded (please delete and leave that which is appropriate) | Full Economic Cost (FEC), WT funded, NIH funded, EU funded |