



NGX Bio Order Form and Shipping Instructions

QUESTIONS?

CALL US: +1 (415) 464-6379

Ship or deliver samples to:

**NGX Bio
c/o Operations Team
795 Folsom Street, 1st Floor
San Francisco, CA 94107**

Ordering and Shipping Instructions

- **Ordering Instructions:** Please complete the attached spreadsheet with your sequencing project's information; be sure to include the PO number for invoicing and billing purposes.
- **Sample Instructions:** Please complete the relevant page of the attached spreadsheet with details regarding your samples.
- **Packaging Requirements:** Please ensure there is sufficient refrigeration material packaged with your samples. NGX Bio is not responsible for samples that are compromised due to improper shipping.
- **Shipping provider recommendations:** Ship all samples overnight for next day delivery and obtain a tracking number.
- **NGX Bio Form Submission Requirements:** Please print the completed spreadsheet and submit it with your samples (i.e. a physical copy with the package).
- **Send shipment notification email to NGX Bio:** Please send the completed spreadsheet along with the tracking number provided by your shipping provider (e.g. FedEx, UPS) to operations@ngxbio.com on the day of shipment.
- **Please ship samples on **MONDAYS, TUESDAYS, or WEDNESDAYS** to avoid weekends.** Exceptions to this are priority overnight shipping within the United States, although this is less than ideal if your package is delayed. Please take this into consideration when shipping your samples

- **International Shipments:** Our recommendation is to ship the samples on dry ice or, at the very least, ice packs using the "International Priority" FedEx service type. A good rule of thumb is ~2.5 kg of dry ice per day so it'd be good to include at least 7.5 kg to be safe in case there's a delay at customs on either end. Dry ice shipments require the label included in this document that lists the total weight of dry ice in the shipment.

International shipping with FedEx will require a commercial invoice to be filled out. There are two important things to include:

1. List the samples as having no commercial value
2. Describe the samples as (for example) "Non-hazardous, non-infectious, inert DNA samples"

NOTICE

If the quality of the fax or photocopy is not the same specification as the regulation, you may be in violation of the transportation standards.

Cut out the label and place it on the package with clear package tape.

Completely cover the label to make it durable and weather resistant.

Check the dry ice box on the air waybill and include the number of packages and the kg amount per package (under the special handling section).

The label illustrated must be displayed on the external surface of the outer packaging on a background of a contrasting color and must be clearly visible and legible. Each side of the label must have a length of 100 mm, unless the package contains an infectious substance and the dimensions are such that it can only bear a smaller label not less than 50 mm.

DISCLAIMER: These materials are provided as a courtesy, to be used as guidelines to assist properly trained shippers. These materials do not alter, satisfy, or influence any federal or state requirements. The contents of these materials are subject to change due to constant changes in government regulations. FedEx Express accepts no liability for loss or damage resulting from changes, errors, omissions, or misinterpretations of these materials.

Shipper **Recipient**

DO NOT WRITE OR MARK BELOW THIS LINE

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Dry Ice
UN 1845

9 **kg**

Airbills must have the following:
1. UN 1845, Dry Ice
2. Number of pkgs x wt. (kg)

Unless package size is too small,
place label on package so that the
hazard marking is in a 45 degree
angle on point (◊).

If the address of the shipper and
recipient is not durably marked on
the package, print it above (DO
NOT WRITE OR MARK ON THE
CLASS 9 LABEL)

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