

Ordering Informations

Dear colleague,

thank you for your interest in obtaining fluorescent plasmids. In the following we will provide detailed information how to obtain these research materials.

Due to the large number of requests we had to introduce a handling fee, which covers our costs for generating the plasmid DNA, verification of the constructs and shipping. This charge is currently 25€ per requested plasmid.

To order plasmids please proceed the following step:

Processing the MTA:

1. Download the MTA from the website.
2. Please indicate the exact name, organization and e-mail of the Principal Investigator (PI) in the MTA.
3. Please use pdf reader to fill in the MTA, handwritten forms are not accepted and will not be processed!
4. The PI and/or the administration office responsible for the processing of MTAs should sign two hard copies of the MTA.
5. Return two hard copies of the MTA together with the other forms by regular mail. (Electronic versions can not be processed.)

Selecting and ordering plasmids:

1. Download the appropriate Order Form for the website.
2. Enter the shipping information of recipient Scientist.
3. Enter billing address if other than the shipping address.
4. For orders from EU countries the purchaser's VAT number is required.
5. Please indicate an order number if required by the ordering institution.
6. Please use your pdf reader to fill in the Ordering form, handwritten forms are not accepted and will not be processed!
7. Select the plasmids which you are requesting. The MTA only covers plasmids indicated in the Ordering Form.
8. Return two hard copies of the Ordering Form together with the MTA by regular mail.

Payment Shipping:

1. For each plasmid selected a handling charge of 25€ becomes payable.
2. Payments are accepted as wire transfer or by international cheques:

- **Wire transfer:**

- To process your order please send signed MTA and Order Form(s) indicating the requested material by regular mail to the address given below.
- After processing the order, the recipient will receive a copy of the invoice by e-mail and the original invoice is send to the billing address.
- The invoice contains all necessary payment information. Please await this invoice! Arbitrary advance payments can not be processed and will not be refunded!
- The WWU expects payments within 30 days.

- **International cheques:**

- To process your order please send signed MTA and Order Form(s) indicating the requested material by regular mail to the address given below.
- Please include an international cheque covering the total handling charge for all plasmids issued in EURO(€)!
The cheque needs to be issued for Joerg Kudla, otherwise it can not be processed!
- Due to automated processes an invoice is send to the billing address. This is only for your information, no further payments are required!

3. Simultaneously with the invoice, the plasmid(s) are shipped to the recipient scientist indicated in the Order Form by regular mail.

Send MTA, Order Form(s) and cheque to:

WWU Münster
IBBP - AG Kudla
Stefanie Schültke
Schlossplatz 7
48149 Münster
Germany

Remarks:

- Plasmids are shipped as transformation grade aqueous solution. Please re-transform upon arrival for further use.
- For technical reasons we are not able to use express carriers.
- If you have any questions please contact the BiFC@uni-muenster.de.