

FEPAS[®] ORDER FORM, PROGRAMME & PRICE LIST

APRIL 2010 - MARCH 2011

All samples & correspondence will be sent to this address unless indicated otherwise. Please complete your details:

Contact Name:	Company Tel No:
Company Name:	Company Fax No:
Address:	Company e-Mail:
	VAT Reg No.:(EU Only)
	Website:
	Direct Tel No:
Postcode:	Direct e-Mail:
Country:	

INVOICE ADDRESS: Please advise us if your invoicing address is different from the above.

TEST MATERIAL SIZE: We aim to supply test materials of a sufficient size for most types of examination techniques. Two (2 x 25g) test materials are dispatched for qualitative examinations except *Cronobacter sakazakii* where 2 x 10g samples are dispatched. One (1x10g) is dispatched for quantitative examinations. Please indicate on this form if you need more test material than that stated. Additional test material prices are given on our price list. The purchase of additional test materials does not entitle you to receive an extra set of z-scores – please order the test twice if you require this service.

COURIER DISPATCH: Non-UK samples are dispatched by courier to reduce the time taken for the sample to reach your laboratory. These are packed with ice blocks to prevent the sample undergoing large temperature fluctuations in transit but are not transported in refrigerated vehicles. Even if your sample does not arrive refrigerated it is still acceptable for use as it will have been chilled for the majority of its journey.

CUSTOMS & TEST MATERIAL RECEIPT: Test Materials are dispatched from FEPAS[®], UK on the date stated on the order form unless you are informed otherwise. FEPAS[®] will e-mail the airway bill number of your courier consignment to the sample contacts e-mail (if supplied) which will enable you to track your parcel (airway bill numbers are also available from the secure pages of the FEPAS[®] website). FEPAS[®] are not responsible for damage or loss of test materials due to problems in customs. If you require special import permits for importing certain types of test material into your country please inform us at least 3 weeks prior to dispatch date. Please refer to terms and conditions for full details.

FEPAS REPORTS: Price of the proficiency test includes access to an electronic copy of the report for the sample contact and an additional report contact if required. Reports are normally available on our website within 5 weeks of the closing date of the test. Paper reports are available at additional cost and are sent by post after reports are available on the website.

CONFIRMATION: This order will be confirmed – if you have not received confirmation within 30 days of placing your order please contact FEPAS[®] to check that your order has been received.

INVOICING: Remittance should only be made on receipt of an invoice. An invoice will be issued shortly after your order is received. This means that you will be paying for some tests in advance. Your invoice will contain our banking details and full information on how to pay. Full details of our terms and conditions are available on request or from www.fapas.com.

**For new customers only: Please set up my account in
(delete as applicable)**

£	€	US\$
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Your Purchase Order Number
(to expedite your registration)

Total no. of proficiency tests
requested:

I apply to join the FEPAS[®] Programme on the basis of the *FERA Standard Terms and Conditions for Proficiency Testing Schemes* document.

Signed:

Date:

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Examinations – please ✓ in the unshaded boxes which examinations you require – All beef samples are freeze dried.

Beef	Assessment number and Date of Dispatch of Test Materials (dd/mm/yy)									
	151 12/04/10	152 10/05/10	153 7/06/10	154 5/07/10	155 6/09/10	156 4/10/10	157 1/11/10	158 29/11/10	159 7/02/11	160 7/03/11
Enumeration tests in 1 x 10g equiv. beef:										
Pseudomonads	M1326									
Coagulase Positive Staphylococci				M0856					M0859	
<i>Clostridium perfringens</i>		M0545						M0548		
Enterobacteriaceae / Aerobic Plate Count	M2309									
Enterobacteriaceae				M0332						
Coliforms		M1824								
<i>E. coli</i>		M1727								
Enterobacteriaceae / Coliforms / <i>E. coli</i>										M2110
<i>Bacillus cereus</i> /Aerobic Plate Count		M2217								
Enterococci				M1426						
Lactic Acid Bacteria						M0127			M0128	
Yeasts and Moulds *			M1547							
Detection tests in 2 x 25g equiv. beef:										
<i>L. monocytogenes</i>				M0260						
<i>E. coli</i> O157			M1044							

- **Enumeration tests: participants will receive 1 x 10g equivalent test materials for analysis.**
- **Detection tests: participants will receive 2 x 25g equivalent test materials for analysis.**
- **All beef samples are freeze dried, so samples must be rehydrated to give a 25g sample for detection tests and a 10g sample for enumeration tests prior to analysis. Instructions will be provided.**

* enumeration of target organism and participants must identify whether yeasts or moulds are present

Please note that for our *E. coli* O157 test materials the strain that we use is atoxigenic i.e. it does not produce a toxin

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Examinations – please ✓ in the unshaded boxes which examinations you require

Dairy and Egg	Assessment number and Date of Dispatch of Test Materials (dd/mm/yy)									
	151 12/04/10	152 10/05/10	153 7/06/10	154 5/07/10	155 6/09/10	156 4/10/10	157 1/11/10	158 29/11/10	159 7/02/11	160 7/03/11
Enumeration tests in 1 x 10g milk powder:										
Pseudomonads						M1327				
Coagulase Positive Staphylococci			M0855				M0857			
<i>Clostridium perfringens</i>						M0546				
Enterobacteriaceae									M0335	
Coliforms					M1825					
<i>E. coli</i>							M1728			
Aerobic Plate Count					M0966				M0968	
<i>Bacillus cereus</i> / Aerobic Plate Count								M2218		
Enterococci								M1427		
Detection tests										
<i>Salmonella</i> spp. (2 x 25g milk powder)						M0798				
<i>Campylobacter</i> spp. (2 x 25g milk powder)					M0440					
<i>E. coli</i> O157 (2 x 25g milk powder)							M1046			
<i>Cronobacter sakazakii</i> (2 x 10g baby food)										M2602
<i>L. monocytogenes</i> (2 x 25g milk powder)									M0263	
<i>L. monocytogenes</i> (2 x 25g soft cheese)						M0261				
<i>Salmonella</i> spp. (2 x 25g dried egg)	M0791									

- Enumeration tests: participants will receive 1 x 10g test material for analysis.
- Detection tests: participants will receive 2 x 25g test materials for analysis, except baby food participants will receive 2 x 10g.

Please note that for our *E. coli* O157 test materials the strain that we use is atoxicogenic i.e. it does not produce a toxin

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Examinations – please ✓ in the unshaded boxes which examinations you require

	Assessment number and Date of Dispatch of Test Materials (dd/mm/yy)									
	151 12/04/10	152 10/05/10	153 7/06/10	154 5/07/10	155 6/09/10	156 4/10/10	157 1/11/10	158 29/11/10	159 7/02/11	160 7/03/11
Chicken and Fish										
Enumeration tests in 1 x 10g equiv. chicken										
<i>L. monocytogenes</i>	M0627						M0628			
Aerobic Plate Count										M0969
Detection tests:										
<i>Salmonella</i> spp. (2 x 25 g equiv. chicken)		M0792		M0795						M07102
<i>L. monocytogenes</i> (2 x 25 g equiv. chicken)			M0259					M0262		
<i>Campylobacter</i> spp. (2 x 25 g equiv. chicken)		M0439							M0441	
<i>Vibrio parahaemolyticus</i> (2 x 25 g equiv. fish)	M1624					M1625				
Gelatin Hydrolysate										
Detection tests in 2 x 25g gelatin hydrolysate										
<i>Salmonella</i> spp.							M0799			

- Enumeration tests: participants will receive 1 x 10g equivalent test materials for analysis.
- Detection tests: participants will receive 2 x 25g equivalent test materials for analysis.
- All chicken and fish samples are freeze dried so samples must be rehydrated to give a 25g sample for detection tests and 10g sample for enumeration tests prior to analysis. Instructions will be provided.

Please note that for our *E. coli* O157 test materials the strain that we use is atoxigenic i.e. it does not produce a toxin

For prices, please see our FEPAS® Price list. Courier charges for non-UK participants are per dispatch date e.g. for all samples ordered that are to be sent in the same Assessment (e.g. Assessment 142, 11/05/09) – one courier charge will apply

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PROFICIENCY TEST PRICES: Each test costs £.

PROFICIENCY TEST REPORTS: Test prices include access to an electronic copy of the test report on the FAPAS[®] website, paper reports are available on request as priced below.

DISCOUNTS: Participants taking 11 or more FEPAS[®] tests are entitled to discounts as detailed in the table below. These discounts do not apply to postage or courier charges and only apply to tests requested in a single order.

COURIER COSTS: All test materials will be sent by courier or first class post. There is no additional charge for UK addresses. For Non-UK addresses see prices below, for all samples ordered that are to be sent in the same assessment one courier charge will apply.

ADDITIONAL TEST MATERIALS: ordered to accompany those supplied in the test are priced as shown in the table below.

VAT: All prices are subject to VAT where appropriate (see below).

CANCELLATION CHARGES: Tests cancelled with less than one month's notice will be charged at full rate. Tests cancelled with more than one month's notice will be charged at 50% of the test fee or can be exchanged for another test.

	Price		
	£	€	\$US
Each FEPAS [®] test	100	130	185
Discount applicable to above prices.			
0-10 tests	0%		
11-20 tests	5%		
21-25 tests	7.5%		
26-35 tests	15%		
36 tests or more	25%		
Additional test material price	45	55	80
Paper copy of test report (electronic copy included in test price)	45	55	80
EU Courier Charge	50	60	90
Non-EU Courier Charge	65	90	125

FEPAS INVOICING, PAYMENT AND VAT LIABILITY

Do NOT send payment until invoiced- once invoiced please pay as stated in your invoice. An invoice will be issued shortly after your order is received. This means that you will be paying for some tests in advance. Please refer to our terms and conditions for full details.

Cheques should be made payable to The Food and Environment Research Agency in GBP (paid using a cheque drawn on a UK bank), or made payable in EUR or USD.

BACS payments and bank credit transfers are acceptable please see your invoice for details. Please ensure that your payment includes all bank charges incurred in transferring fees. FERA will not be liable for these charges and will aim to recover any costs incurred from participants.

Credit card payments are also acceptable.

The liability for Valued Added Tax (VAT) on the services provided is as follows:

UK & The Isle of Man participants are liable for UK VAT.

EU (not UK) participants who are not registered for VAT are liable for UK VAT. Participants who are registered for VAT and who receive the supply for business purposes are not liable for UK VAT and should account for any tax locally. Please supply your VAT number on the registration form.

Non-EU participants are not liable for UK VAT.

VAT, when charged, will be at the rate applicable from 1st January 2010 of 17.5%.

Please return this form to: FEPAS, FERA, Sand Hutton, York YO41 1LZ, UK
Fax: +44 (0) 1904 462040 Email: info@fapas.com
You are advised to keep a copy for your own records