

GeMMA SCHEME PROGRAMME & PROFICIENCY TEST ORDER FORM

APRIL 2010 - MARCH 2011

Please read carefully *all* of the Notes given in this document. FAPAS® GeMMA Scheme cannot be held responsible for incorrectly completed order forms.

1. Please give contact details of the person placing this order:

Contact Name:		Company tel. no.:	
Company Name:		Company fax. no.:	
Address:		Company email:	
		VAT reg. no.:	
City:			
Postcode:		Direct tel no.:	
Country:		Direct email:	

Notes

- a) This address will be used for ALL correspondence.
- b) PO Box addresses are not suitable because our courier cannot deliver to such addresses.
- c) If the address for invoicing is different, please give that separately.
- d) See below for how to give contact name and email address for each test you order.

2. On the programme pages, please use a ✓ to indicate clearly the tests you have ordered.

Notes

- a) The dispatch date shown is our planned dispatch date. You will be notified by email if any of the tests you order are delayed or cancelled for any reason. The majority of test close dates are 6-8 weeks after dispatch.
- b) Indicate a contact name and email address for each test against each test you order, otherwise the name given above will be used.
- c) The approximate quantity of test material we will supply is given for each test. If your method needs more material please indicate the number of extra test materials you require. There is a charge for additional test materials.
- d) The purchase of extra test materials does not entitle you to receive an extra performance assessment. You must place multiple orders for the test if you require this service.
- e) Test materials are dispatched by normal post unless courier service is requested. Please contact GeMMA Scheme for prices of sending test materials by courier.

3. Give a Purchase Order number and sign the declaration below:

I apply to join the FAPAS® GeMMA Scheme Programme on the basis of the *FERA Standard Terms and Conditions for Proficiency Testing Schemes* given at the end of this document.

Your Purchase Order Number:		Total no. of Proficiency Tests Ordered:	
Signed:		Date:	

Notes

- a) We cannot accept unsigned order forms.
- b) If you have not received confirmation of this order within 30 days of placing it please contact FAPAS®.
- c) Remittance should only be made on receipt of an invoice. Your invoice will contain our banking details and full information on how to pay.
- d) The invoice will be issued shortly after your order is received. This means that you will be paying for some tests in advance.

GeMMA SCHEME PROGRAMME & PROFICIENCY TEST ORDER FORM

APRIL 2010 - MARCH 2011

4. Return the signed declaration and completed order form:

Post:	FAPAS [®] , The Food & Environment Research Agency, Sand Hutton, York, YO41 1LZ, UK
Fax:	+44 1904 462040
email:	info@fapas.com

Notes

- a) Keep a copy of your order form for your own records.
- b) Please do not send duplicate copies of your form, e.g. if you send your order by fax, please do not also send it by post or email.
- c) Alternatively, use this form as a guide and submit your order as a 'wishlist' via our website at www.fapas.com.

5. Additional notes:

i. Dispatch

- a) Please contact us if your postal dispatch has not arrived within 10 days or your courier dispatch has not arrived within 4 days.
- b) FAPAS[®] will send the Airway Bill Number of your courier consignment to the email address given for the sample contact for that test. The message will include a link to the courier's tracking system on their website.
- c) Airway Bill Numbers are also available from the participant's secure pages on the FAPAS[®] website.
- d) It is the responsibility of a participant to monitor the progress of their courier dispatch.

ii. Import / Customs

- a) FAPAS[®] is not responsible for damage or loss of test materials due to problems in customs or for import fees.
- b) 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.
- c) Phytosanitary certificates can be provided where appropriate. There is a charge for this service.

iii. Reports

- a) The cost of the test includes access to an electronic copy of the report for the person placing the order and designated sample contact.
- b) An additional report contact can be nominated, please indicate this separately.
- c) Reports are normally available on our website within 5 weeks of the closing date of the test.
- d) The reports are in PDF format and are secured by a digital signature. Adobe Reader version 7 or greater is required to open these files.
- e) Printed copies of the reports are available at additional cost. They are sent by post and only after the PDF version is published on our website.

GeMMA SCHEME PROGRAMME & PROFICIENCY TEST ORDER FORM

APRIL 2010 - MARCH 2011

Please read carefully *all* of the Notes given in this document. FAPAS[®] GeMMA Scheme cannot be held responsible for incorrectly completed order forms.

Notes

- a) Please indicate, with a ✓, against the tests you wish to order.
- b) Only give a sample contact name and email if different to that given on the front sheet.
- c) Purchase extra test materials only if the approx. quantity given is insufficient for your method, not to participate more than once. Place multiple orders for the test for that service.
- d) FAPAS[®] GeMMA Scheme reserves the right to change any aspect of this programme as required. For example due to non-availability of GM material or insufficient interest. Please ensure we have valid email address so you can be informed of any changes.

Single Event – Unprocessed Matrix

All Single Event Unprocessed tests include the option of reporting p35S and tNOS

dispatch date dd/mm/yy	test details				place order		
	code	matrix	GM event	approx. quantity	✓	sample contact name & email	extra TMs
15.04.10	GeM SU36	100% maize flour	MON810 maize	2 x 5 g			
06.05.10	GeM SU37	100% soya flour	Roundup Ready [®] (40-3-2) soya	2 x 5 g			
03.06.10	GeM SU38	100% maize flour	Bt176 maize	2 x 5 g			
24.06.10	GeM SU39	100% maize flour	Bt11 maize	2 x 5 g			
08.07.10	GeM SU40	100% maize flour	NK603 maize	2 x 5 g			
19.08.10	GeM SU41	mixed flours	Roundup Ready [®] (40-3-2) soya	2 x 5 g			
09.09.10	GeM SU42	100% maize flour	MON863 maize	2 x 5 g			
28.10.10	GeM SU43	100% maize flour	GA21 maize	2 x 5 g			
09.12.10	GeM SU44	100% maize flour	MIR604 maize	2 x 5 g			
13.01.11	GeM SU45	100% maize flour	MON88017 maize	2 x 5 g			
03.02.11	GeM SU46	100% soya flour	Roundup Ready [®] (40-3-2) soya	2 x 5 g			
24.03.11	GeM SU47	100% maize flour	TC1507 (Herculex [™] I) maize	2 x 5 g			

Single Event – Processed Matrix

All Single Event Processed tests include the option of reporting p35S and tNOS

dispatch date dd/mm/yy	test details				place order		
	code	matrix	GM event	approx. quantity	✓	sample contact name & email	extra TMs
30.09.10	GeM SP04	processed matrix e.g. TVP	Roundup Ready [®] (40-3-2) soya	2 x 5 g			

GeMMA SCHEME PROGRAMME & PROFICIENCY TEST ORDER FORM

APRIL 2010 - MARCH 2011

Mixed Event – Unprocessed Matrix

All Mixed Event Unprocessed tests include the option of reporting p35S and tNOS and could contain any number of the GM events/materials given in the relevant list.

Contamination tests are qualitative (detection & identification) tests with the opportunity to report quantitatively.

dispatch date dd/mm/yy	test details				place order		
	code	matrix	GM event	approx. quantity	✓	sample contact name & email	extra TMs
03.06.10	GeM MU12	mixed flours	GM events (List 1)	1 x 5 g			
19.08.10	GeM MU13	wheat flour	contamination (List 2)	3 x 5 g			
18.11.10	GeM MU14	mixed flours	GM events (List 1)	1 x 5 g			
03.03.11	GeM MU15	maize flour	contamination (List 3)	3 x 5 g			

Mixed Event – Processed Matrix

All Mixed Event Processed tests include the option of reporting p35S and tNOS and could contain any number of the GM events given in List 1.

dispatch date dd/mm/yy	test details				place order		
	code	matrix	GM event	approx. quantity	✓	sample contact name & email	extra TMs
08.07.10	GeM MP07	baked product e.g. biscuit	GM events (List 1)	1 x 5 g			
13.01.11	GeM MP08	animal feed	GM events (List 1)	1 x 5 g			

Potential GM events – List 1

Roundup Ready® (40-3-2) soya	MON810 maize	TC1507 maize	MON88017 maize
Bt176 maize	GA21 maize	MON863 maize	
Bt11 maize	NK603 maize	MIR604 maize	

Potential GM events – List 2

soya	Bt176 maize	GA21 maize	MON863 maize
maize	Bt11 maize	NK603 maize	MIR604 maize
Roundup Ready® (40-3-2) soya	MON810 maize	TC1507 maize	MON88017 maize

Potential GM events – List 3

soya	Bt11 maize	NK603 maize	MIR604 maize
Roundup Ready® (40-3-2) soya	MON810 maize	TC1507 maize	MON88017 maize
Bt176 maize	GA21 maize	MON863 maize	other GM maize event

**GeMMA SCHEME PROGRAMME & PROFICIENCY TEST ORDER FORM
APRIL 2010 - MARCH 2011**

Single Event – DNA Matrix

dispatch date dd/mm/yy	test details				place order		
	code	matrix	GM event	approx. quantity	✓	sample contact name & email	extra TMs
15.04.10	GeM D23	oil seed rape DNA	Ms8 oil seed rape (canola)	2 x 5 µg			
06.05.10	GeM D24	maize DNA	T25 maize	2 x 5 µg			
24.06.10	GeM D25	soya DNA	A2704-12 soya	2 x 5 µg			
09.09.10	GeM D26	rice DNA	LLRICE62	2 x 5 µg			
30.09.10	GeM D27	oil seed rape DNA	RT73/GT73 oils seed rape (canola)	2 x 5 µg			
28.10.10	GeM D28	soya DNA	A5547-127 soya	2 x 5 µg			
09.12.10	GeM D29	potato DNA	EH92-527-1 potato	2 x 5 µg			
03.02.11	GeM D30	oil seed rape DNA	Rf3 oil seed rape (canola)	2 x 5 µg			
24.03.11	GeM D31	sugar beet DNA	H7-1 sugar beet	2 x 5 µg			

GeMMA SCHEME PROGRAMME & PROFICIENCY TEST ORDER FORM

APRIL 2010 - MARCH 2011

Participation Fees

NOTES

- a) The cost of participation is shown in the table below. The fee includes a digitally signed PDF copy of the report. Printed copies of the report incur an extra fee; see under Additional Items.
- b) A discount applies if 4 or more tests are purchased on a single order. However, the discount does not apply to extra test materials, paper reports and all carriage charges.
- c) If ordered at the same time as proficiency tests then additional items (paper reports, extra test materials and phytosanitary certificates) are charged as shown in the table below.
- d) All packages sent by regular post to non-European (non-EU) destinations incur an additional 5% of the total cost.
- e) Participants opting to have packages sent by courier should contact us for further details of these charges.

PROFICIENCY TESTS	PRICE		
	£ GBP	€ Euro	\$ USD
each GeMMA Scheme test	175	250	340

DISCOUNTS applicable to above prices	
0-3 tests	0%
4-7 tests	5%
8-12 tests	7.5%
13-27 tests	10%
All 28 tests	12.5%

ADDITIONAL ITEMS	PRICE		
	£ GBP	€ Euro	\$ USD
Paper copy of test report (electronic copy included in test price)	45	55	80
Extra test materials	45	55	80
Phytosanitary Certificate	35	40	60

Carriage Charges

Participants opting to have packages sent by courier should contact us for further details of these charges. All packages sent by regular post to non-European (non-EU) destinations incur an additional 5% of the total cost.

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 a different test.

Invoicing & Payment

Do NOT send payment until invoiced.

Once invoiced please pay within the terms stated on your invoice. The 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.

GeMMA SCHEME PROGRAMME & PROFICIENCY TEST ORDER FORM
APRIL 2010 - MARCH 2011

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 order 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%.