

Project intake form

Thank you for providing the following information to get started on your GMP or OEM project. All content within this document or any other information pertaining to this business to business (B2B) relationship is deemed proprietary and confidential. Please email the completed form and any additional attachments to b2b@idtdna.com. If you wish to speak to a B2B Specialist before sending this form, **request a consultation** (go.idtdna.com/b2b_request_consultation_.html).

Customer contact information

Provide the name, title, phone number, and email address for the main point of contact who will communicate with IDT regularly. Please provide complete contact information.

Name:

Title:

Institution:

Phone number:

Email address:

Specifications and requirements

General project description

Provide as many details as possible, attaching supplemental references as available.

Project stage:

Discovery research Development & scale-up Verification & validation Commercialization

Product application or end use:

Known functionality risks: (oligo stability, purity, cross contamination, etc.)

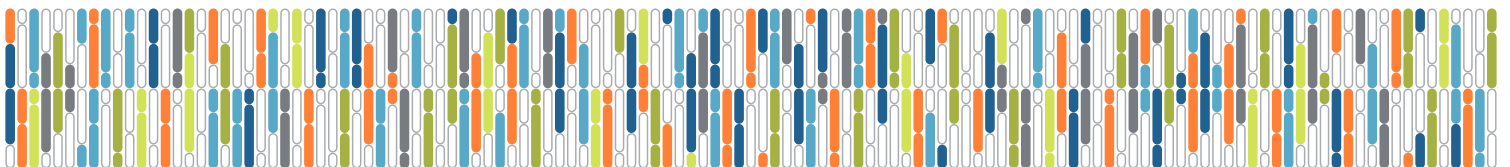
Validation series required: Yes No

Regulatory requirements: (ISO, FDA, etc.)

Process and/or change approval needed: Yes No

Previous relevant IDT order numbers for this project:

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Component details

Oligo construct: (attach sequences or indicate general composition, e.g., length, modifications)

Purification:

Purity assessment requirements:

Dedicated columns: Yes No

Batch sizes: (provide nanomole amount needed)

Concentration/volume or dry:

Buffer:

Custom formulation requests: (aliquots, mixes, etc.)

Product configuration: tube 96-well plate 384-well plate other:

Oligo QC requirements

ESI mass spec is performed on all oligos to confirm the identity of the manufactured sequence*. CE or RP HPLC is performed on most purified oligos to assess purity.

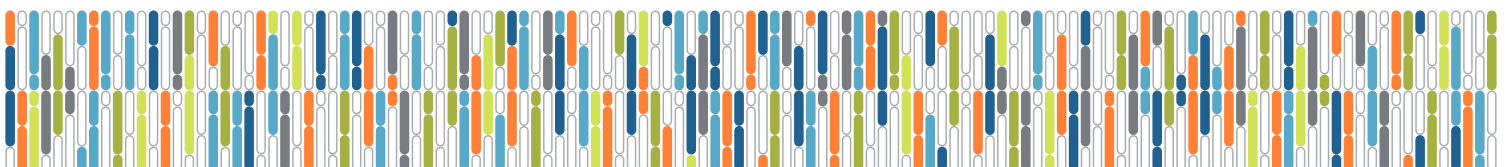
* With the exception of mixed base oligos, which could potentially represent multiple sequences, and therefore cannot be accurately evaluated by ESI mass spectrometry.

Describe any additional or specific QC requirements or specifications for these products:

Product forecast-market analysis

Describe (or provide as a separate attachment) the expected demand for these products and any additional market context. This information will help IDT determine if a build-to-stock option or inventory arrangement is applicable:

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Licensing

Describe any applicable licensing needs that IDT needs to be aware of, or have in place, to produce your products:

Documentation

IDT has a stock COA report that can be customized for easy import into your LIMS or ERP systems. IDT can provide a sample of our standard electronic COA that can be edited to accommodate your needs.

All GMP orders include a hard copy documentation packet that includes signed specification sheets and printed analytical traces.

IDT can provide a variety of additional reports upon request.

Contact b2b@idtdna.com to request any of these documents.

Describe your documentation requirements:

Optional services

Product labeling services

IDT can create custom labels to capture the identifications that are most important to you.

Custom labels required: **Yes** **No**

See our automation requirements below for designing labels that fit within our automated processes. Attach a label file or detail here the content needed for your project.

Automation requirements for all labels:

1. Use standard Windows-based fonts
2. Include IDT standard lot # barcode (128c)
 - Allows IDT to identify your product as it moves through our manufacturing and shipping areas, increasing quality and traceability
 - Beneficial for integration into your LIMS system
3. Black and white text
4. Standard IDT label stock(s) and standard tube label stock: White 1.25" W x 0.75" H
5. Except for the IDT barcode and lot number, all other text and logos can be customized to your specifications

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Kitting requirements

IDT can provide kitting services.

Kitting services required: Yes No

Examples of our standard packaging can be provided upon request. The bags and/or boxes can be printed with your logo or other graphics. The bags or boxes should have a kit label attached with a barcode for automation and traceability functions. Describe your kit needs below.

Kit type + supplemental materials: (box, plastic bag, specification sheet/protocol)

Dimensions: (length, width, height)

Current vendor and part number if applicable:

Graphics and/or logo if IDT is sourcing: Attach vector art file

Are custom inserts required? (foam, cardboard, dividers) Yes No

Label location on the box or bag:

Third-party reagents

IDT is capable of sourcing, stocking, formulating, and packaging additional reagents (master mix, enzyme, etc.).

Third-party reagents required: Yes No

When applicable, IDT prefers to source materials directly from the vendor. If your product requires any of these materials, please describe below.

Vendor and part number of reagent(s):

Storage conditions of reagent(s):

Stability information:

Any special handling requirements:

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