

BACPAC Resource Center (BPRC) apologizes for the inconvenience resulting from our website maintenance. We hope to have the website open soon in the Amazon Cloud, but we are making sure that important links have been updated before making this accessible.

We continue to accept and process orders. The interim procedure for placing an order requires the following information:

1. **A list of items (mostly clone ID's** in the [NCBI recommended format](#) or any best format you are aware of. In the latter case, we will do our best to understand what is requested and will contact you with questions, if necessary.
2. **The complete FedEx mailing address for the items** including names and postal code, and phone numbers and email address.
3. **Mailing instructions:** to be mailed using the BACPAC Resources Center FedEx account or the customer's Fedex account?
4. **The complete mailing address for the "accounts-payable" department** for submitting the invoice (in most cases this is different from the mailing address of the items). If a credit card is used, then the address needs to include the name of the person (or department/company) on the card, and the address for mailing the invoice and transaction slip.
5. **Payment information: a purchase order (P.O.#) number or credit card information.** In the case of credit card, please don't email complete information but call [+1\(510\)450-7919](#) (please leave a voice mail message) or fax the credit card number ([+1\(510\)450-7924](#)). Please include the name on the credit card and expiration date. Please be aware: the fax machine is in a secure (non-public) location and the phone messages are only accessible to BPRC staff members.
6. **Please indicate if you have already an established account with BACPAC Resources.** If so, please mention the account number. Also indicate if the mailing and billing addresses in our database can be used or have to be updated.
7. **In any email or mail exchanges, please add identifying numbers to the "Subject Line".** Identifying information can be the name of the first item (BAC clone?) on the request list, your P.O. number and the BACPAC order number (if already assigned). This will facilitate connecting emails related to an order or request. Please help us simplify the puzzle!
8. International shipments: any required permit or information for processing the items through the international customs department.

Order Form:

Items requested [NCBI Clone nomenclature*, if available]
1
2
3
4
5
6
7

(add additional items as needed)

Mailing Address (for FedEx delivery)
Street Address 1
Street Address 2
Company or University Name
City or Town
State (if applicable)
Country
Postal Code
Phone number
Email Address

Mailing Address (for Invoice and/ or transaction slip delivery)
Street Address 1
Street Address 2
Street Address 3
Company or University Name
City or Town
State (if applicable)
Country
Postal Code
Phone number

Purchase Order or Credit Card
Credit Card Type Master Card, VISA or American Express
Name on Credit Card
Expiration Date

FedEx, use BPCR FedEx? Y/N
If No, please provide FedEx#

* <http://www.ncbi.nlm.nih.gov/clone/content/faq/#clonenomenc>

Order Form: BACPAC Resources Center : Please fax or email as scanned image. Use fax or voice mail to provide credit card information. Fax: +1(510)450-7924

Items requested	[NCBI Clone nomenclature*, if available]
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
Mailing Address	
(for FedEx delivery)	
Mailing Address	
(for Invoice and/ or transaction slip delivery)	
Purchase Order or Credit Card	
Credit Card Type. Enter number:	
Name on Credit Card	
Expiration Date	
FedEx, use BPCR FedEx?	
If No, please provide FedEx#	