

STUDY #

QUOTE #

P.O. #

### SAMPLE AND DATA DELIVERY INFORMATION

COMPANY

STANDARD REPORT  
CONTACT(S)

PRIMARY CONTACT(S)

PRIMARY EMAIL(S)

DATA DELIVERY  
EMAIL(S)

ADDITIONAL SAMPLE  
RECEIPT EMAIL(S)

### SAMPLE INFORMATION

#### SPECIES

- ☐ Human  
☐ Other (Specify)

#### MATRIX

- ☐ Plasma  
☐ EDTA ☐ Heparin  
☐ Other (Specify)

- ☐ Serum  
☐ TruCulture®  
☐ Urine  
☐ Cell Culture Supernatant  
☐ Other Fluid (Specify)

### TESTING SERVICE

• Define testing requirements or reference Quote # or Contract ID

### BILL TO

### INVOICE CONTACT

Please list the company name, address, contact name, telephone number and email address for invoice submission.

COMPANY NAME

NAME

ADDRESS

EMAIL

TELEPHONE

### NOTES

# INSTRUCTIONS FOR COMPLETING TESTING SERVICE SUBMISSION FORM

The RBM Sample Submission Form (SSF) should be provided within the first shipment email notification or prior to the first shipment. For ongoing studies, the SSF will be retained by RBM as a study level document and applied to sample shipments as they are received. A sample manifest in MS Excel format must be included in the shipment notification email to [RBM\\_receiving@q2labsolutions.com](mailto:RBM_receiving@q2labsolutions.com). The Study # field should match the study ID provided in shipment notification emails.

**Please provide the Study #, Quote #, and PO # in the box at the top of the form which are required fields.**

**Orders received without a Purchase Order referenced will not be processed.** If no Purchase Order will be issued, please mark this field as N/A. Purchase Orders should be emailed to [Q2finance@q2labsolutions.com](mailto:Q2finance@q2labsolutions.com). If you are a new customer, please attach a copy of the purchase order to your submission form so we can ensure the billing information is correct.

**SAMPLE VOLUME REQUIREMENTS:** Volume requirements for MAP and Simoa Service Offerings for serum, plasma and other fluid samples can be found here: <https://rbm.q2labsolutions.com/order/acceptable-samples/>

**SAMPLE AND DATA DELIVERY INFORMATION:** Company name is typically the company in contract with Rules-Based Medicine. Study primary contacts should include personnel that need to receive sample receipt confirmation emails, and personnel that can assist with resolving sample discrepancies.

Primary contacts and sample contacts will be notified of sample condition via email within 24 hours of sample reception. Please note the SSF will be kept on file for the duration of the study. Any changes in contact information will require an updated SSF to be provided.

The Standard Report Contacts will receive the RBM Standard Results Report (in MS Excel format) via Office 365 secure email. If an RBM Standard Results Report should not be delivered for the study or using this delivery method, please include N/A in these fields and discuss with RBM Project Management.

**SAMPLE INFORMATION:** Indicate the species, sample type and, if plasma, the anticoagulant by checking the appropriate box.

In accordance with 21 CFR 50.25 and ICH GCP 4.8 (Informed Consent of Trial Subjects), Customer shall be responsible to ensure that all subjects shall provide a valid consent pertaining to its Services requested, will understand the nature and purpose of the consent it provides to allow itself to be a participant in the clinical study including the removal and testing of its bodily fluid samples and/or tissue samples as appropriate. Inform RBM immediately, in writing, if any such subject(s) are withdrawn from the clinical study.

**TESTING SERVICE:** Define testing requirements by listing the multiplex(es), analyte(s), and or Simoa testing services to be completed or list the quote number or contract ID to reference.

**SAMPLE MANIFEST:** Please provide a manifest in MS Excel format. RBM uses the simplest unique identifier (typically a sample barcode/accession number) for sample reconciliation. If there is a discrepancy, RBM will reach out to the contacts listed in the 'Primary Contact(s)' field. Samples will not be processed until all samples for the batch are successfully reconciled.

RBM requests Personal Identifying Information (PII) not be sent, unless otherwise needed for unique sample identification.

Ship to: Kalyn Sowell | Rules-Based Medicine | 3300 Duval Rd., Austin, TX 78759  
Email this form, sample manifest and tracking information to [RBM\\_receiving@q2labsolutions.com](mailto:RBM_receiving@q2labsolutions.com)  
Purchase Order: Email [Q2finance@q2labsolutions.com](mailto:Q2finance@q2labsolutions.com) | Tel: 512.835.8026 | Fax: 512.835.4687

For all other inquiries please email [RBM\\_projectmanagement@q2labsolutions.com](mailto:RBM_projectmanagement@q2labsolutions.com)

R. 31