

**OpenBiome Order Form** – Submit to [orders@openbiome.org](mailto:orders@openbiome.org) or fax to 617-575-2201

**Partner Information**

A. HOSPITAL / CLINIC INFORMATION		
1. Name of hospital or clinic		2. Partner ID (if known)
3. Date	4. Purchase order number (PO#) ( <b>REQUIRED</b> )	
5. Shipping Address		6. ATTN
7. City	8. State	9. Zip Code
B. REQUESTING PHYSICIAN INFORMATION		
10. Name of Requesting Physician		11. Email of Requesting Physician
C. AUTHORIZED PURCHASER INFORMATION		
12. Name of Buyer		13. Email Address of Buyer
14. Phone Number of Buyer		15. Email for Shipping Confirmation (if different from #13 above)
D. BILLING CONTACT INFORMATION		
16. Name of Billing Contact		17. Phone Number of Billing Contact
18. Email Address of Billing Contact		19. Email Address for Electronic Invoice
E. SPECIAL INSTRUCTIONS OR COMMENTS		
20. Special Instructions or Comments		

**Order Information**

F. Please fill the quantity column with the desired amount for each FMT treatment type.						
Treatment Type	MFR	Description	Delivery	Price Per Treatment	Quantity	Total
MTP-101LR	UMN	35mL liquid FMT preparation for the treatment of <b>recurrent</b> <i>C. difficile</i>	Lower or Upper	\$1,695		
MTP-101LF	UMN	35mL liquid FMT preparation for the treatment of <b>fulminant</b> <i>C. difficile</i>	Lower	\$1,695		
<b>SHIPPING</b>	UPS	Standard next-day air		\$150	<del>X</del>	\$150
		Optional Same-Day shipping Add On		\$50	<input type="checkbox"/>	
		Optional Early-AM Delivery Add On (Delivery by 8 AM)		\$100	<input type="checkbox"/>	
<b>Total</b>						

## General Information & Policies

**Ordering:** Submit OpenBiome Order Form or Purchase Order by email to [orders@openbiome.org](mailto:orders@openbiome.org) (preferred) or by fax to 617-575-2201

**US Shipping Policy:** **Standard S&H:** Flat \$150 fee per shipment

- Orders placed Monday-Wednesday will be delivered in 2 business days.
- Orders placed on Thursday or Friday will be scheduled for delivery the following Tuesday
- Material arrives on dry ice in a temperature-monitored container
- Estimated local delivery time of 10:30am

**Optional UPS Early AM Delivery Fee:** \$100 additional fee

- Fee assessed for orders requiring approximate 8AM delivery, as compared to standard estimated 10:30AM delivery.
- Delivered in 2-3 business days.
- Does not include Next-Day Delivery.
- Confirmation of additional fee must be included with order.

**Optional Next-Day Delivery Fee:** \$50 additional fee

- Fee assessed for orders requiring next-day delivery
- Order must be received before 3PM ET Monday-Thursday
- Availability not guaranteed
- Confirmation of additional fee must be included with order

Summary of order and delivery dates

		Orders Placed On:				
		Monday	Tuesday	Wednesday	Thursday	Friday
Delivery Date For:	\$150 Standard Shipping & Handling	Wednesday	Thursday	Friday	Tuesday	Tuesday
	\$50 Additional Fee Next-Day Delivery	Tuesday	Wednesday	Thursday	Friday	Tuesday

Note: Standard S&H is sent via UPS Next Day Air (or equivalent) for estimated 10:30AM delivery. UPS Early AM Delivery (or equivalent) for estimated 8:00AM delivery is available for a \$100 additional fee.

**Weather notice:** OpenBiome will make every effort to process and ship your order for delivery within the estimated delivery date. However, some events beyond OpenBiome's control can occasionally delay a shipment, even an expedited shipment. When forces of nature delay a carrier's delivery of an order, OpenBiome cannot guarantee the arrival date of your order. To reduce any issues caused by a late arrival of treatments, especially during the winter months where weather delays are more frequent, please place your order early to allow extra time for delivery.

**Safety Policy:** All clinicians using material manufactured by the University of Minnesota and distributed by OpenBiome will review the safety information and adverse event reporting requirements provided with each shipment. Should an adverse event occur, a clinician will notify OpenBiome within 24 hours using our online reporting tool at [www.openbiome.org/adverse-events](http://www.openbiome.org/adverse-events). Upon receipt of an adverse event report, an OpenBiome drug safety professional may reach out to the reporting individual to gather more information on the case and determine nextsteps. The information gathered during the investigation will be provided to the University of Minnesota, (the manufacturer of the FMT preparation) The University of Minnesota will use the details of your report and any ensuing investigation to determine if there are any additional reporting requirements, which may include submission of the event to the Food and Drug Administration via [Form FDA 3500A](http://Form FDA 3500A).

**Usage Policy:** FMT Material manufactured by the University of Minnesota and distributed by OpenBiome is for clinical use only, in accordance with FDA guidelines. Not for resale.

**Material Tracking Log Policy:** A Material Tracking Log (MTL) is provided with each shipment to track basic material usage and follow up information. These MTLs are a vital component of safety monitoring, enabling response coordination and proactive system-wide recalls if needed. Partners will submit a completed MTL on all previously shipped units with every new order for OpenBiome material.