Dear MMRRC Informatics, Coordination and Service Center (ICSC),

Our organization, (XXXXX), would like to be recognized by the MMRRC as a company providing concierge services for the purpose of facilitating delivery of MMRRC mice to researchers who do not interact with the MMRRC directly. As such, we will adhere to the following MMRRC guidelines for concierge companies:

1. Prior to the shipment of mice or materials or derivatives thereof from the MMRRC, we understand that any required COU or MTAs must be signed by an authorized official from the end user’s institution, and that the MMRRC will not accept the signature of the concierge company.
2. Payment to the MMRRC must come from either the concierge company or the end user.
3. The end user must be named on MMRRC orders as the recipient investigator, including their institution and contact details
4. The status (academic nonprofit/for profit) of the end user must be indicated on the order; the status will enable the MMRRC to determine if the end user may receive mice or materials or derivatives thereof that might be restricted to academic/non-profit user.
5. We agree to be on record as a concierge company with the MMRRC ICSC prior to fulfillment of an order for mice or materials or derivatives thereof
6. We will provide a letter to the MMRRC ICSC acknowledging that we:
7. will not retain or further distribute MMRRC mice or materials or derivatives thereof to anyone other than the intended end user.
8. are providing the services of purchase and transport of mice or materials or derivatives thereof on behalf of the end user
9. acknowledge that an authorized official at the end user’s institution must sign any required MTA or COU prior to fulfillment of an order for mice or materials or derivatives thereof

Further, we understand that we will request renewal of our status as an MMRRC concierge company annually should we continue to facilitate delivery of MMRRC mice or materials or derivatives thereof to researchers.

Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Company Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Completed letters should be emailed to [service@mmrrc.org](mailto:service@mmrrc.org).

FOR MMRRC USE ONLY:

Approve/Disapprove status as MMRRC Concierge Company.

Date:

Signed by (ICSC representative):