

DALMAU LAB: Barcelona, Spain

- **SAMPLES:**
 - 1mL of Serum (collected from a red top tube & spun down).
DO NOT SEND BLOOD
 - 1mL of CSF
- **QUESTIONNAIRE:** A copy of the attached questionnaire needs to be filled out and emailed with a note requesting the studies to Dr. Dalmau. This should be done prior to shipping the samples. A copy of this questionnaire also needs to be included in the package shipped for identification of samples & physician contact.
- **PACKAGING:** Samples should be sent in a small container, without dry ice. Please use DHL or UPS international or a fast courier with tracking. We do not recommend the use of FedEx. If you choose to ship via FedEx you should track your package often and will need to handle all detainment issues directly with FedEx.
- **WAYBILL:** Waybill should be completed entirely, pay special attention to the following items:
 - 1. Use the Address below
 - 2. Tax ID for customs (bottom of box 2) is: I'DIBAPS (Q-5856414-G)
 - 3. Shipment Information: Indicate that the package contains 'Material without commercial value for research purposes, non-infectious non-contagious, non-toxic **laboratory reagents**'
 - 4. Value for Customs: maximum \$1.00
 - 5. Payment of Transportation Charges: Sender (NOT recipient)
 - 6. Payment of Duties & Taxes: Sender (NOT recipient)
 - RECIPIENT SHOULD NOT BE BILLED FOR ANY CHARGES
- **INVOICE:** A PROFORMA invoice is required for international shipping; please do not use a commercial invoice. The description of package contents should again indicate that the package contains 'Material without commercial value for research purposes, non-infectious non-contagious laboratory reagents.' 3 copies of this document must be included with the Waybill.
- **TRACKING NUMBER:** Once your package is sent please send the tracking number to Lindsey.McCracken@uphs.upenn.edu, this will help to avoid any issues with customs.

ADDRESS:

Josep Dalmau Laboratory
Attn: Albert Barbera/Sandra Piquer
Centre Esther Koplowitz (IDIBAPS)
Rossello 149-153
08036 Barcelona, SPAIN
Phone: (34)93 227 5400 ex. 2908

Please note that our studies are currently focused in syndromes associated to antibodies against neuronal cell surface antigens or synaptic proteins (NMDA, AMPA, GABA(B) receptors) and novel autoantigens. We will not perform a wide screening or analysis for conventional paraneoplastic antibodies (available in clinical or commercial labs).