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Governance Manager

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## Oxford Centre for Histopathology Research (OCHRe) Terms and Conditions

### Access to OCHRe services for processing of material(s) provided by the requestor

1. It is the responsibility of the service requestor to ensure that material provided to OCHRe for processing is:
  - a. not contaminated with highly infectious agents such as hepatitis and HIV, or that any Health and Safety issues are highlighted in the application; and
  - b. available for research in accordance with applicable regulations.
2. Depending upon the origin of the material, requestors may be required to have approval from a Research Ethics Committee for the work requested and details of this should be supplied with the application. If ethical approval is not required the service requestor should provide details in their application.
3. OCHRe does not accept responsibility for material provided for processing which is lost or damaged in transit.
4. Requestors are required to pay a fee to cover the cost of the services provided by OCHRe. A quotation will be provided and no work will be undertaken until a Purchase Order or written confirmation of payment is received.

### Terms of payment

1. Services provided by OCHRe will be charged according to the work involved.
2. A quotation will be provided upon approval of application. This quotation is valid for a period of 30 days and is exclusive of VAT.
3. The quotation price is approximate, and representative of the services requested in the application. If additional costs are anticipated once the quotation has been issued this will be agreed with the requestor before further work is undertaken.
4. Depending upon the size and complexity of the request, OCHRe or the requestor may request that a contract is put in place before work is undertaken.
5. Each application will incur a handling charge and this will be included on the quotation. Subsequent requests / amendments to the original application will usually incur a further handling charge.
6. No material will be provided or work undertaken until OCHRe is in receipt of a Purchase Order or written details of payment. Purchase orders should be addressed to Oxford University Hospitals NHS FoundationTrust, Molecular Haematology, Level 4, John Radcliffe Hospital, Headington, Oxford, OX3 9DU.

Payment terms are strictly 30 days from receipt of invoice. Invoices will be issued by the Oxford University Hospitals NHS Foundation Trust.