



1. Enter the information below for each item (use word document or excel sheet). Site ID can be found in the [Site IDs and Approved Shipping Contacts Table](#) on the MarkVCID Resource Hub.
2. Print, place in a plastic sheet protector, and include in each shipment.
3. Email a digital copy of the manifest to the **recipient and Coordinating Center**.
4. Store a local copy electronically for your site's records.

<b>SITE ID#</b>	_____
-----------------	-------

Items included in this shipment:

Shipment Date	Subject ID	Vial ID	Sample Type	Sample Volume

Shipping site's 24-hour contact: \_\_\_\_\_

Phone #: \_\_\_\_\_