Template for Confirmation Teacher Email: (Sent 1-2 months before pick up day)

- **All Teachers**
- ***If teachers requested an alternate pick-up or other special request you will need to modify and receive approval before sending.**
- **MMHS Teacher Modification: Please reply and let us know which date and during which periods you want your kits delivered to your classroom on Monday (date following pickup), or if you need to cancel your order.**

Subject: ScienceBridge Protein Purification Kit Order Confirmation
Attachments: MMHS Pick Up Map

E-mail body:

Dear (First and Last Name),

Thank you for your order of (#) Protein Purification kits. You have chosen to pick-up your kits on **Saturday (Full date),** between 9:00 am and 12:00 pm at Mira Mesa High School. **Due to the cost of materials and time to make the media, we need you to confirm that you still need all (#) Protein Purification Kits, if we do not hear from you, we may not be able to make your kits.**

School Address: 10510 Marauder Way, San Diego, CA 92126. The map directing you to room 224 for pickup is attached. Directions to the school can be found by following this MMHS directions link

Please note that the Protein Purification kit includes Transformed Plates, Nickel Beads, and Lysozyme that need to be refrigerated until used in the experiment. It is recommended that you bring a cooler for the transport of the nickel beads, lysozyme and your plates and then refrigerate them as soon as you can after pickup.

Please bookmark the ScienceBridge Curriculum Page. This page has all the teacher information for the kit. It also has the survey on the homepage to complete after you do the lab with your students.

If you have any questions or require changes to your order, you may contact us at mmhsbiotechnology@gmail.com.

Thank you,

(Your Name)
Customer Service
Mira Mesa Tech Site

Template for Reminder Confirmation Teacher Email: (Sent 2 weeks after initial confirmation)

- **All teachers who are NOT at Mira Mesa High School who have NOT confirmed their order**
- ***If teachers requested an alternate pick-up or other special request you will need to modify and receive approval before sending.**
- **MMHS Teacher Modification: Please reply and let us know which date and during which periods you want your kits delivered to your classroom on Monday (date following pickup), or if you need to cancel your order.**

Subject: ScienceBridge Protein Purification Kit Pick up on Saturday (full date) at Mira Mesa High School
Attachments: MMHS Kit Pick-Up Map

E-mail body:
Dear (First and Last Name),

Thank you for your order of (#)Protein Purification kits. You have chosen to pick-up your kits on **Saturday (Full date)**.

This is our second attempt to contact you, please reply, and let us know if you are able to pick up your kits on Saturday (Full date). If we do not hear from you, then we may cancel your kits.

Your kit must be picked up at Mira Mesa High School, between 9:00 am and 12:00 pm, or you will forfeit your order.

School Address: 10510 Marauder Way, San Diego, CA 92126. The map directing you to room 224 for pickup is attached. Directions to the school can be found by following this MMHS directions link

Please note that the Protein Purification kit includes Transformed Plates, Nickel Beads, and Lysozyme that need to be refrigerated until used in the experiment. It is recommended that you bring a cooler for the transport of the nickel beads, lysozyme and your plates and then refrigerate them as soon as you can after pickup.

Please bookmark the ScienceBridge Curriculum Page. This page has all the teacher information for the kit. It also has the survey on the homepage to complete after you do the lab with your students.

If you have any questions or require changes to your order, you may contact us at mmhsbiotechnology@gmail.com.

Thank you,

(Your Name)
Customer Service
Mira Mesa Tech Site

Template for Pick Up Reminder Email: (Sent week of pick up)

- **All teachers who are NOT at Mira Mesa High School**
- ***If teachers requested an alternate pick-up or other special request you will need to modify and receive approval before sending.**
- **MMHS Teacher Modification: Your kits will be delivered to your classroom on Monday (date following pickup), during period (#).**

Subject: ScienceBridge Protein Purification Kit Pick up on Saturday (full date) at Mira Mesa High School
Attachments: MMHS Kit Pick-Up Map

E-mail body:

Dear (First and Last Name),

This is a reminder that you are picking up your kits **this Saturday (full date)** at Mira Mesa High School, room 224.

Your kit must be picked up at Mira Mesa High School, between 9:00 am and 12:00 pm, or you will forfeit your order.

School Address: 10510 Marauder Way, San Diego, CA 92126. The map directing you to room 224 for pickup is attached. Directions to the school can be found by following this MMHS directions link

Please note that the Protein Purification kit includes Transformed Plates, Nickel Beads, and Lysozyme that need to be refrigerated until used in the experiment. It is recommended that you bring a cooler for the transport of the nickel beads, lysozyme and your plates and then refrigerate them as soon as you can after pickup.

Please bookmark the ScienceBridge Curriculum Page. This page has all the teacher information for the kit. It also has the survey on the homepage to complete after you do the lab with your students.

If you have any questions or require changes to your order, you may contact us at mmhsbiotechnology@gmail.com.

Thank you,

(Your Name)
Customer Service
Mira Mesa Tech Site