

# HT Sequencing Order Form

**BASECLEAR**

FOR 100% DNA RESULTS

Client		Invoice Department	
Name of sender:		Administrator:	
Institute / Company:		Invoice department:	
Department:		Invoice address:	
Shipment address:		Zip/City:	
Zip/City:		Country:	
Country:		e-mail address:	
e-mail address:		Phone number:	
Phone number:		VAT #:	
Fax number:		Your order #:	
Other contact person: e-mail address:		Quotation #:	
		Year contract #:	

## ORDER (please use the sample sheet)

High throughput sequencing is performed in 96-well plates using a **single primer per plate**. You have the option of a short run (max 500nt.) or an extended run that can read sequences up to 750nt. (Product# BC-126S and BC-126L). Results will be sent by email as FASTA sequence data as well as chromatogram data including PHRED values for each sample. Samples are processed according to the numbering of the wells as indicated on the samplesheet.

## RESULTS (I would like to receive my results as following)

e-mail only (free of charge)

PGP encrypted (requires key)

regular mail including:

(see pricelist for additional costs)

files on CD (BC-111)

prints of sequence and peak-plot (BC-112)

preliminary results by e-mail (no charge)

<p><b>I accept the general terms and conditions of BaseClear*</b></p> <p><b>Name</b> : _____</p> <p><b>Signature</b> : _____</p> <p><b>Date</b> : __ / __ / ____</p>	<p><i>To be filled out by BaseClear:</i></p> <p><b>Project Code</b> : _____</p> <p><b>Date of registration</b> : __ / __ / ____</p>
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\*Our General Terms and Conditions apply to all projects BaseClear carries out and can be downloaded from our website ([www.baseclear.com/labservices/terms\\_conditions](http://www.baseclear.com/labservices/terms_conditions)).

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## SAMPLES

### **Purified plasmid or PCR products**

Only deliver 96-well PCR plates with column purified DNA, dissolved in water or 10mM Tris (pH8.0). Please note that DNA samples should be **free of EDTA and ethanol** since trace amounts of these compounds will inhibit the sequence reaction. Dilute your DNA samples to **20 ng/µl per kb** for plasmid DNA, or **2 ng/µl per 100bp** of PCR product. We use approximately 2-5 µl of sample per reaction and ask you to submit a **minimum of 30 µl/well**. Please leave well H12 empty, this well will be used for internal sequence control. Please make sure that the plate is properly sealed and packaged to prevent leakage or damage during transport.

### **Raw PCR products**

Please deliver a 96-well PCR plate containing 30-50 µl PCR reaction per well. 2 µl of the PCR product on agarose gel should give a single, clear and sharp band, and should be devoid of any non-specific amplification products or primer-dimers. Please leave well H12 empty, this well will be used for internal sequence control. Please make sure that the plate is properly sealed and packaged to prevent leakage or damage during transport. PCR products will be purified and diluted to the appropriate concentration by us. Additional costs will be added to your invoice (product #200D).

### **Bacteria**

Please send in 96-wells plates only, either as glycerolstocks on dry ice or as cultures in LB medium. Please leave well H12 empty, this well will be used for internal sequence control. Make sure to properly seal plates to prevent leakage during transport and handling. Costs associated with plasmid isolation will be added to your invoice.

When sending in gmo samples Dutch legislation requires that they fall within the scope of our license for handling GMO's. In order to be able to check this and in order to fulfill the necessary safety requirements we ask to submit

#### Dutch license holders:

- the IG number of your license, including article and part number under which the GMO that you are sending in is constructed,
- the containment class (ML-I, ML-II).

#### Clients from abroad:

- the containment class (ML-I, ML-II),
- the species name of the organism the sequence is derived from or by indicating in more general terms that the organism is:
  - a mammal, including human, or a plant grown for consumption;
  - a micro-organism listed on "Bijlage 1" or Appendix A of the Dutch Order of GMO, 1998 (these lists can be found at [vrom.nl/ggovergunningverlening](http://vrom.nl/ggovergunningverlening)).

When the sequence is derived from unidentified organisms or is claimed confidential, the description of the organism used in your license may help. Please indicate this accordingly on the order form together with details about antibiotic resistance and copy number. For further details please review the sample and shipping requirements on our website [www.baseclear.com](http://www.baseclear.com).

## **PRIMERS**

Universal primers will be provided free of charge by BaseClear (e.g. MF, MR, Sp6, T7, T3, BGH). For a complete list of standard primers, please visit our website [www.baseclear.com](http://www.baseclear.com).

You may also send in your own primers with the order. Please note the following requirements:

- Design primers using a primer design program like Primer Premier or Oligo.
- Make primers 18 to 24 bases long and with a  $T_m \geq 55$  °C.
- Dissolve your primers in water to 10 pmol/µl and send in a minimum of 130µl.

In case you want BaseClear to synthesize your primers please download and include the primer orderform with your sequence order. On request, we can also design custom primers. Please provide us with the target sequence in both electronic and printed format and clearly mark where primers should be designed (product #500)

## **TERMS OF DELIVERY**

Since the High Throughput Sequencing service does not include quality checks on incoming material, the client is responsible for the quantity and quality of the template DNA and primers that are sent in. In order to obtain reliable sequencing results, samples and primers have to meet the quality and quantity criteria as outlined above.

Sequence reactions are loaded on our sequencers with a run-time corresponding to 500 or 750 nucleotides. The read-length of the resulting sequences can however not be guaranteed, since this is dependent on factors like quality and quantity of template and primer, and the nature of the template used.

All sequence results, including a report, are sent directly to the customer without any editing or quality check.

Whenever due to client mistakes additional work has been performed and/or extra costs have been made, BaseClear has the right to charge the client for that cost.

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# HT Sequencing Sample sheet

## BASECLEAR

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### PRIMERS

Primer Name	Standard / Included in this order / client specific (in house) / to be synthesized (use our primer orderform)	Concentration (pmol/ul)

### SAMPLE INFORMATION

Sample type: - Purified plasmid - Purified PCR - Raw PCR - Bacteria	Fragment length (in bases)	DNA concentration (in ng/ul)	Vector name & antibiotic resistance	GGO license number	Run length: Short (S) Long (L)

### SAMPLES

plate name: \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12
A	1	9	17	25	33	41	49	57	65	73	81	89
B	2	10	18	26	34	42	50	58	66	74	82	90
C	3	11	19	27	35	43	51	59	67	75	83	91
D	4	12	20	28	36	44	52	60	68	76	84	92
E	5	13	21	29	37	45	53	61	69	77	85	93
F	6	14	22	30	38	46	54	62	70	78	86	94
G	7	15	23	31	39	47	55	63	71	79	87	95
H	8	16	24	32	40	48	56	64	72	80	88	Used for internal control.

BaseClear B.V.  
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