

# HT Quick Shot 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)

### THE FOLLOWING OPTIONS ARE AVAILABLE, PLEASE INDICATE YOUR CHOICE ON THE SAMPLE SHEET:

**High Throughput Quickshot sequencing** is performed in 96-well plates on 95 samples of premixed DNA and primer only. You have the option of a short run (max 500nt.) or an extended run that can read sequences up to 750nt. (Product# BC-127S and BC-127L). 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 sample sheet.

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

<input type="checkbox"/> <b>e-mail only (free of charge)</b>  <input type="checkbox"/> PGP encrypted (requires key)	<input type="checkbox"/> <b>regular mail including:</b> <i>(see pricelist for additional costs)</i>  <input type="checkbox"/> files on CD (BC-111) <input type="checkbox"/> prints of sequence and peak-plot (BC-112) <input type="checkbox"/> preliminary results by e-mail (no charge)
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<b>I accept the general terms and conditions of BaseClear*</b>  <b>Name</b> : _____  <b>Signature</b> : _____  <b>Date</b> : __ / __ / ____	<i>To be filled out by BaseClear:</i>  <b>Project Code</b> : _____  <b>Date of registration</b> : __ / __ / ____
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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 column purified DNA dissolved in water or 10mM Tris (pH8.0) in 96-well plates. Please note that DNA samples should be free of EDTA and ethanol since trace amounts of these compounds will inhibit the sequence reaction.

For purified plasmid DNA submit **0.75 µg plasmid DNA with 25pmol of primer** in a total volume of 20µl/well.

For PCR DNA submit **15 ng per 100bp purified PCR product with 25 pmol of primer** in a total volume of 20µl/well.

*E.g. for a PCR-product with a size of 800bp send 20µl sample containing 120ng PCR-product and 25pmol primer.*

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.

## **SAMPLE NAMING**

All samples should have a unique sample-name by which you can identify the sample and primer from the reaction. This name will also be used in the filenames of the results for easy identification. Make sure you use short filenames, as some computers have trouble with long names (preferably max. 10 characters).

*E.g. use name "1\_MF" for the reaction with primer M13forward on sample 1 and "1\_MR" for the M13reverse-primer reaction on sample 1. Our unique reaction code of 8 characters will be placed in front of your name in the results (eg K3212301\_1\_MF).*

## **TERMS OF DELIVERY**

**The reactions will not be repeated.** Since the HT Quickshot 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 bases.** 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. For internal reference and control, several standard samples are included on each sequencing run. The standard run is added to the results as proof of the optimal reaction and running conditions, if all reactions of a project are poor.

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

**The filenames of the results are renamed,** starting with the filename of the reaction from our database and subsequently the sample name taken from the order form.

Whenever during the project unforeseen problems occur which have consequences for the complexity, financials, timelines or amount of workload of a project, BaseClear has the right to terminate this project or discuss above mentioned parameters with the client in order to come up with a compromise

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 costs.

# HT Quick Shot Sample sheet

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## SAMPLE INFORMATION

Option	Sample-type:	Concentration :	Run length:
Standard (S) GC-rich (GC)	Pur. Plasmid (D) Pur. PCR (P)	DNA : 750ng/20ul PCR-products : 15ng/100bp/20ul	Short (S) Long (L)
		XXXXXX	

## 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.

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