

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:

- **Identification of unknown bacteria**, amplification and sequencing of the complete (product BC-302) or partial (product BC-301) bacterial 16S rRNA gene. Sequences are compared with public 16S databases.
- **Identification of unknown fungi**, amplification and sequencing of the first 900 base pairs of fungal LSU 28S rRNA genes, and comparison to public databases (product BC-303).

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)

I accept the general terms and conditions of BaseClear*

Name : _____

Signature : _____

Date : __ / __ / ____

To be filled out by BaseClear:

Project Code : _____

Date of registration : __ / __ / ____

*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).

SAMPLES

We can only process live Class I, non-pathogenic micro-organism that are provided to us according to Dutch regulations. In brief, this means that bacteria or fungi should be delivered on petri-dishes that are sealed with parafilm. Sealed dishes should be wrapped in absorbing tissue, and enclosed in an unbreakable and watertight cover. Please make sure that you clearly indicate the samplenames on the petri-dishes. If you suspect the micro-organisms to be pathogenic please contact us beforehand so we can discuss alternative means of transportation.

TERMS OF DELIVERY

Bacterial samples

We offer two possibilities for analysis of bacterial samples. For a partial search, approximately 500 basepairs of the 16S rRNA gene will be amplified and sequenced on both strands. The resulting sequence will be compared to publicly available 16S rRNA sequence databases. A full report including the homology search and sequence data will be mailed to the client within 10 working days. A complete search is based on the doublestranded sequence of the complete 16S rRNA gene (~1.5 kb) and is therefore more reliable than a partial search. Delivery of a complete search report takes up to 15 working days.

Fungal samples

For fungal samples, the first 900 basepairs of the LSU 28S gene are amplified and sequenced from both sides. After assembly of the sequences, a homology search will be performed against public databases. A full report including the homology search and sequence data will be mailed to the client within 10 working days.

No.	Sample name	Bacterial or fungal (B/F)	Partial or complete Search (P/C)	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Clearly indicate on the sample sheet above whether the samples are of bacterial or fungal origin, if you prefer a partial (product BC-301) or complete search (product BC-302) (not applicable for fungal samples)