

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:

- **Fast identification of unknown bacteria and/or fungi**, amplification and sequencing of the partial or complete bacterial 16S rRNA gene. Sequences are compared with public 16S databases, results will be send within 4 days after receiving of the samples. Fast identification of unknown bacteria: partial search (product BC-301F), complete search (product BC-302F), fast identification of fungi (product BC-303F)
- **Since we have a limited capacity for this service, customers are urged to make reservations at least 1 day before sending in their samples. Reservations can be made by emailing the order form to dna@baseclear.com**

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

<input type="checkbox"/> e-mail only (free of charge) <input type="checkbox"/> PGP encrypted (requires key)	<input type="checkbox"/> regular mail including: <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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I accept the general terms and conditions of BaseClear* Name : _____ Signature : _____ Date : __ / __ / ____	<i>To be filled out by BaseClear:</i> Project Code : _____ Date of registration : __ / __ / ____
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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).

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 sample names 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. A complete search is based on the double stranded sequence of the complete 16S rRNA gene (~1.5 kb) and is therefore more reliable than a partial search. 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 4 working days. If necessary the test will be repeated once. This implicates an extra delivery time of 2 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 4 working days. If necessary the test will be repeated once. This implicates an extra delivery time of 2 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-301F) or complete search (product BC-302F) (not applicable for fungal samples)