

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

ORDER (free of charge)

THE FOLLOWING OPTIONS ARE AVAILABLE, PLEASE INDICATE YOUR CHOICE ON THE SAMPLESHEET:

- **Short or Long run**, performance of a short run (max 500 nt.) or an extended run (max 1000 nt.) including sequence quality analysis and interpretation (product# BC-123S and BC-123L)

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

<input type="checkbox"/> e-mail only <input type="checkbox"/> PGP encrypted (requires key)	<input type="checkbox"/> regular mail including: <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

Purified plasmid or PCR products

Only deliver column purified DNA in 1.5ml Eppendorf tubes, 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.

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

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

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

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 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 550 or 1000 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 cost

	Options		Sample Name	Please leave this column empty	Sample-type: Pur. Plasmid (D) Pur. PCR (P)	Concentration DNA 750ng/20 µl PCR 15ng/100bp /20 µl	Fragment Length PCR (bp)
	Short (S) Long (L)	Standard (S) GC-rich (GC) Combi (C)					
1							
2							
3							
Total # of runs ordered : _____							