

| 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:

- **Short or Long run**, performance of a short run (max 550 nt.) or an extended run (up to 1000 nt.) including sequence quality analysis and interpretation (product# BC-100S and BC-100L)
- **Standard or GC-rich sequencing**, reactions are performed either under standard conditions or using a special reaction kit for sequencing through GC-rich regions; The use of this kit may result in compression of the sequence, giving a less reliable sequence in these regions (additional charge per sequence run, product# BC-180)

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>I accept the general terms and conditions of BaseClear*</p> <p>Name : _____</p> <p>Signature : _____</p> <p>Date : __ / __ / ____</p> | <p><i>To be filled out by BaseClear:</i></p> <p>Project Code : _____</p> <p>Date of registration : __ / __ / ____</p> |
|---|---|

*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, 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 a minimum of 20 ng/µl per kb of plasmid DNA, or 2 ng/µl per 100bp of PCR product. We use approximately 2-5 µl per reaction and ask you to submit a minimum of 30 µl.

Raw PCR products

Deliver the contents of a 50 µl PCR reaction (preferable on ice); 2 µl of the PCR product on agarose gel should give a single clear and sharp band. PCR product will be purified and diluted to the appropriate concentration by us. Additional costs will be added to your invoice (product BC-202).

Bacteria

Send in Petri dishes with single E.Coli colonies or agar stab cultures. Do not send more than two samples per Petri dish to avoid cross contamination, and seal both Petri dishes and stab vials properly with parafilm. Glycerol stocks should be sent on dry ice to preserve cell viability. Costs associated with plasmid isolation will be added to your invoice (product BC-201a or BC-201b).

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).

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.

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

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 Tm ≥ 55 °C.
- Dissolve your primers in water to 10 pmol/µl and send in a minimum of 30µl.

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 BC-500)

TERMS OF DELIVERY

The Full Sequencing service includes the quality and quantity check of incoming DNA samples. In case samples do not pass our quality control, we will notify you before continuing with sequencing. All sequencing results are analysed by PHRED, and poor sequence runs that do not meet our quality standards are reviewed manually. Failed runs are repeated once at no additional cost.

Depending on the client's choice, sequence reactions are loaded on our sequencers with a run-time that allows a maximum read length of 500 or 750 nucleotides. The actual read-length of the resulting sequences will however be 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 always included on each sequencing run.

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.

Full Sequencing Sample sheet

| | Options | | Sample Name | Please leave this column empty | Sample-type: Pur. Plasmid (D) Pur. PCR(P) Raw PCR (R) Bacteria (B), see also the 3 next coloms | Number of IG- license, article and part | Organism where the insert is derived from | Class: ML-I/ ML-II | Antibiotic Resistance or conc. (ug/ul) | Fragm- ent length (bp) | Vector name | Sequence with primer (name): | Standard / Included with order Client specific (in- house) To be synthesized (submit primer order form) To be designed | Conc. (pmol/ µl) |
|--|-----------------------------|--|-------------|--------------------------------|--|---|---|------------------------------|--|---------------------------------------|----------------|------------------------------------|---|------------------------|
| | Short (S) Long (L) | Standard (S) GC-rich (GC) Combi (C) | | | | | | | | | | | | |
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
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| 8 | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | |
| Total # of samples sent : ____ Total # of runs ordered : ____ | | | | | | | | | | Total number of primers : ____ | | | | |