Project Sequencing Order Form

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 CHECK ONLY ONE OPTION:

☐ **SINGLE STRANDED SEQUENCING**	☐ **DOUBLE STRANDED SEQUENCING**
Complete sequence analysis on a single DNA strand (product# BC-103)	Complete sequence analysis of both DNA strands (product# BC-102)

PROJECT SEQUENCING PROJECTS INCLUDE DNA PURIFICATION, PRIMER SYNTHESIS, MANUAL ASSEMBLING AND EDITING OF ALL SEQUENCEDATA INTO CONTIG SEQUENCES.

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

☐ **e-mail only (free of charge)**	☐ **regular mail including:** *(see pricelist for additional costs)*
☐ PGP encrypted (requires key)	☐ 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*	*To be filled out by BaseClear:*
Name : _____	**Project Code** : _____
Signature : _____	**Date of registration** : _ _ / _ _ / _ _ _ _
Date : _ _ / _ _ / _ _ _ _	

*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).

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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 template DNA. We use approximately 2-5 µl per reaction and ask you to submit a **minimum of 30 µl**. Send in enough material to perform all reactions.

Raw PCR products
Deliver the contents of a 50 µl PCR reaction (preferable on ice); 5 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 free of charge.

Bacteria
Send in petri-dishes with single E.coli colonies or agar stab cultures. Do not send more than two samples per petridish to avoid cross contamination, and seal both petri dishes and stab vials properly with parafilm. Glycerol stocks should be sent in on dry ice to preserve cell viability. Plasmid DNA will be isolated and purified by us free of charge.
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 organisme 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**.

Design and synthesis of additional primers are included in the price for Project sequencing. These primers are however for internal use only, and will not be sent to the customer unless specifically requested.

REFERENCE SEQUENCE

In case of sequence verifications or in other cases where you want us to compare the final contig sequence to a known sequence, please enclose a disk with your order containing the reference sequence(s) in FASTA format. Alternatively, you may email the sequence to dna@baseclear.com. Please indicate the name of the reference sequence that should be used for each sample on the samplesheet.

TERMS OF DELIVERY

Project Sequencing is BaseClear's premier service when it comes to DNA sequencing. All steps necessary to obtain a reliable contig sequence from your clones are included such as DNA isolation from bacteria, quality and quantity check of incoming DNA samples, design and synthesis of primers, manual editing and assembly of all sequence data, and a complete project report.

Standard delivery time is 1 kilobase per week for primerwalking projects. When you provide us with a reference sequence, we can significantly decrease the delivery time by designing and using multiple sequence primers at once. For larger sequencing projects (templates > 10kb) we also offer shotgun sequencing, please ask us for a quote.
The client is regularly informed of the project's progress and will receive a full report in PDF format that includes the assembly and the resulting contig sequence in fasta format. On the client's request the report may also be sent by regular mail. For more information about Project Sequencing, please visit our website (www.baseclear.com).

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Project Sequencing
Sample sheet

	Sample Name	Please leave this column empty	Name of reference sequence (if included)	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)	Vector name	Vector size	Insert size	Requested number of nucleotides to sequence
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

Total number of primers : ____

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