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# Sequencing Order Form



- Single or double strand sequence data
- High and low throughput sequencing
- Gene Walking (Primer Walking)
- We sequence PCR products, small insert DNA, & large insert DNA

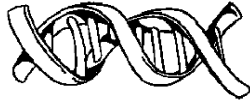
Download this order form at [www.amplicon-express.com](http://www.amplicon-express.com) (hit sequencing link)

**For New Clients:**

- 1) If you are a new customer, please fill out the address and billing boxes completely.
- 2) Please see the last page for sample handling recommendations and other important information.
- 3) Simply fill out each category for **each** sample submitted and please follow the *EXAMPLE* below.
- 4) Check the SEQUENCING RESULT boxes.

**For Returning Clients:**

- 1) **ONLY** fill in your NAME and CUSTOMER NUMBER.
- 2) Make any changes to your address/billing information in the appropriate boxes.



CLIENT NAME: \_\_\_\_\_

LABORATORY: \_\_\_\_\_

INSTITUTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CUSTOMER NUMBER: \_\_\_\_\_

**Sequencing Results/Custom Primers:**

- STANDARD (LIST PRICE--RESULTS IN 3-5 DAYS)
- EXPRESS (LIST PRICE+SET-UP\*--RESULTS IN 24 HOURS)
- Ordering Custom Primers? (See last page for instructions)

**Billing Information (check one):**

P.O.# \_\_\_\_\_ Grant# \_\_\_\_\_ Prepaid Certificate \_\_\_\_\_

CARD, PO, GRANT, OR Prepaid Certificate NUMBER: \_\_\_\_\_

EXPIRATION DATE (IF USING CREDIT CARD): \_\_\_\_\_

Plate Position*	DNA Sample Name (25 Characters Maximum)	Sample Conc. (ng/μl)	Vector Used (or PCR Product)	Method of DNATemplate Preparation	Primer Name Concentration [10μM]	Comments
<i>EXAMPLE</i>	<i>CTC-122</i>	<i>25</i>	<i>PCR Product</i>	<i>PCR +Exo/SAP</i>	<i>T7</i>	<i>High GC</i>
A1						
B1						
C1						
D1						
E1						
F1						
G1						
H1						
A2						
B2						
C2						
D2						
E2						
F2						
G2						
H2						
A3						
B3						
C3						
D3						
E3						
F3						
G3						

H3						
<b>A4</b>						
B4						
C4						
D4						
E4						
F4						
G4						
H4						
<b>A5</b>						
B5						
C5						
D5						
E5						
F5						
G5						
H5						
<b>A6</b>						
B6						
C6						
D6						
E6						
F6						
G6						
H6						
<b>A7</b>						
B7						
C7						
D7						
E7						
F7						
G7						
H7						
<b>A8</b>						
B8						
C8						
D8						
E8						
F8						
G8						
H8						
<b>A9</b>						
B9						
C9						
D9						

E9						
F9						
G9						
H9						
<b>A10</b>						
B10						
C10						
D10						
E10						
F10						
G10						
H10						
<b>A11</b>						
B11						
C11						
D11						
E11						
F11						
G11						
H11						
<b>A12</b>						
B12						
C12						
D12						
E12						
F12						
G12						
H12						

<b>Recommendations for Sending Your Samples</b>	<b>Custom Primer Order Form:</b>
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<u>Template Type</u>	<u>Template Purification</u>	<u>Amount DNA per Reaction<sup>1</sup></u>
PCR Products	Not purified (AEX performs EXO/SAP) or the PCR products can be purified by client: EXO/SAP, column, or gel purification. <sup>2</sup>	Volume should be 20-25 $\mu$ l of PCR reaction mix (or ddH <sub>2</sub> O). Concentration greater than 10 ng/ $\mu$ l (25-40 ng/ $\mu$ l is ideal).
Plasmids (High copy number vectors)	Mini/midi preps (alkaline lysis + column purification). <sup>3</sup> To use AEX DNA prep services simply submit a glycerol stock or agar stab along with a plasmid map (or indicate the antibiotic resistance).	<b>DO NOT USE TE BUFFER</b> ~100 ng/ $\mu$ l (150-250 ng/ $\mu$ l is ideal). AEX needs a MINIMUM of 10 $\mu$ l (25 $\mu$ l to 35 $\mu$ l is ideal).
Large Insert Clones BAC, cosmid, PAC, P1, phage and fosmid. (Low copy number vectors)	Midi or Maxi DNA preps (alkaline lysis + column purification). To use our DNA prep services simply submit a glycerol stock or agar stab along with a plasmid map (or indicate the antibiotic resistance).	<b>DO NOT USE TE BUFFER</b> For direct sequencing: AEX can perform these preps for a high success rate. Otherwise please submit ~6 $\mu$ g clone DNA in 25 $\mu$ l 1 X Tris (or ddH <sub>2</sub> O) at a minimum ~250 ng/ $\mu$ l.

*Example: PrimerName 5' GCCTACAATGCGCACTGAAC 3'*

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)
- 7)
- 8)
- 9)
- 10)
- 11)
- 12)

\* Plate Position only required for 96 well plates



### DNA Template Notes:

- <sup>1</sup> For double-strand sequencing, double the amounts. For genewalking, multiply these amounts by the number of kilobases to be sequenced.
- <sup>2</sup> PCR products must be a single band on an agarose gel, and please include an agarose gel photo after gel/column purification. Not necessary if samples were purified by EXO/SAP.
- <sup>3</sup> High quality DNA template is essential for automated fluorescent DNA sequencing. Boiling or alkaline lysis preps are NOT pure enough for optimal results when sequencing plasmid DNA.

For more information, or to download this form:

[www.amplicon-express.com](http://www.amplicon-express.com)

Click on the Link for DNA Sequencing

### Primers:

- Sequencing primers provided by client should be in a volume of 2  $\mu$ l at a concentration of 10 pmoles/ $\mu$ l (e.g. ~10 micromolar) for each sequencing reaction in 1xTris. The minimum volume of primer to be submitted regardless of the number of sequencing reactions is 10  $\mu$ l.
- We can design and synthesize custom primers. If you would like this service, when submitting your DNA samples for sequencing, simply write your primer sequences in the box above as shown in the example.
- We provide (free of charge) universal primers such as -21M13For, -21M13Rev, -40M13For & -40M13Rev, T3, T7 and others (please call in advance for the availability of any unusual universal primers).
- For an additional fee, all primers can be returned upon project completion, (both primers synthesized by us and/or primers provided by the customer).
- Custom Primers are \$25 (US\$) for 0.010  $\mu$ M purified synthesis.
- Please call for our prices regarding primer synthesis on different scales, purification, custom labels and other modifications.

## General Sales Condition

- 1) Without a written contractual agreement, any order submitted by the customer binds them to the present General Sales Conditions.  
If it has not been agreed in advance by Amplicon Express, no contrary disposition can be opposed against the general sales conditions.
- 2) Amplicon Express will not start any work without this form properly completed.
- 3) Our prices are in US dollars, not including taxes.
- 4) Unless otherwise stated in the general contractual agreement:
  - Payment due 30 days net. In case of late payment, any unpaid amount will bear interest at the monthly rate of 1.5 percent.
  - The client agrees to never send Amplicon Express samples representing direct or indirect hazards.
  - Our prices may change without notice.
  - If it becomes necessary to collect payment through a third party, client will be liable for any and all additional charges associated with collection.
- 5) Production Setup: Amplicon Express will invoice a setup of \$6 per sequence when the sequencing reaction did not succeed for reasons that are not Amplicon Express responsibility. This responsibility is established by comparing samples treated simultaneously and by using various internal positive controls. Amplicon Express will contact clients regarding the diagnostic of failed results and will decide the appropriate follow-up action.
- 6) Except under special agreement, client samples will be kept for one month after delivery of data and then discarded. After processing, remaining template and oligos can be returned at client's expense if requested on this form.
- 7) Client results will be archived on digital media and treated in STRICT confidentiality. Any request of archived data must be accompanied by an official letter signed by the head of the laboratory.
- 8) \*Applicable set-up fees are as follows for Amplicon Express NEXT BUSINESS DAY sequencing service: \$25 Flat fee for 1 to 8 samples.  
For greater than 8 samples, add \$2 for each additional sample to the \$25 flat fee.
- 9) Amplicon Express NEXT BUSINESS DAY sequencing service is not available for large insert DNA (inserts greater than 10 kb in size such as cosmids and BACs).