



Order Form Sequencing Service

(01/2016)

Please print the following form. In order to ensure timely execution of your order, please accurately fill in the appropriate information and **either send or fax the signed sheets** to the following address:

Kompetenzzentrum für Fluoreszente Bioanalytik (KFB)
Dr. Thomas Stempf
Am BioPark 9
D - 93053 Regensburg, Germany

Fon: +49 (0)941 – 943 – 5011
Fax: +49 (0)941 – 943 – 5018
Email: info@KFB-regensburg.de

• Client Details (to be used for invoicing)

Title: _____ Last name: _____ First name: _____

Company/Institute: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Sales tax ID / VAT number (*EU customers outside of Germany only*): _____

KFB quote number: _____ (*e.g. S150621B*)

Purchase Order Number (*if applicable*): _____

Apothekenummer (*clients based at Universitätsklinikum Regensburg only*): _____

Herewith I confirm that all information was entered correctly and to the best of my knowledge.

Print date: _____ Signature: _____

• Order Details

Number of samples: _____

Organism: _____

Sample type: **total RNA** **genomic DNA** **libraries, ready-to-sequence** **other**

Sequencing parameter: **SR 50** **PE 2x100** _____

Number of sequencing lanes: _____

Expected date of sample delivery: _____

If DNA/RNA samples:

Please specify extraction method:

Trizol, or similar

column-based (e.g. Qiagen RNeasy)

other _____

If cells or tissue samples:

- Is the material potentially infectious? **Yes** **No**

If Yes, please explain: _____

- Does the material contain / consist of genetically modified organisms? **Yes** **No**

If Yes, please explain: _____

• KFB Service

RNA extraction by KFB: **Yes** **No**

Return of residual sample material after sequencing: **Yes** **No**

fastq data shipment on external hard drive / USB stick:

I will bring my own data storage device:

Comments / remarks: _____

• Sample Details

Please send an .xlsx file with sample details to info@KFB-regensburg.de. Please refer to the KFB quote number, and make sure to include the following information:

RNA / DNA:

- unique sample name
- sample concentration [ng/μl]
- sample volume [μl]
- desired barcoding / multiplexing strategy

libraries:

- unique sample name
- library prep kit used
- index adapters used (including index sequences)
- desired barcoding / multiplexing strategy