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 Stempfl 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)*: _____

Apothekennummer *(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