



## Order Form NextSeq Sequencing Service

(09/2020)

Please print the following form. In order to ensure swift execution of your order, please accurately fill in the appropriate information and **either send or fax the signed form** 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. NX190621B*)

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, NextSeq Sequencing Service

Number of samples: \_\_\_\_\_

Organism: \_\_\_\_\_

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

Sequencing platform: **NextSeq 2000**  **NextSeq 500/550**

Total read length: **75 bases**  **100 bases**  **150 bases**  **200 bases**  **300 bases**

Desired read depth (reads per sample): \_\_\_\_\_

OR: please specify NextSeq Flow Cell type: \_\_\_\_\_

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:

## • Sample Details

---

Please send an .xlsx file with sample details to [info@KFB-regensburg.de](mailto: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