

## Nucleic Acid Sequencing Order Form

Client Shipping Information	Client Billing Information
Contact Name: _____	Contact Name: _____
Company Name: _____	Company Name: _____
Ship to Address: _____ _____	Bill to Address: _____ _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
Email: _____	PO# or Credit Card Information: _____

In a continuing effort to provide better data, we ask that you complete this order form for all sequencing orders. Please indicate the level of testing and the level of sequencing for the project. Please indicate the template name, whether it is a PCR product, plasmid, etc., the size of the insert or PCR product, the concentration of the template (if lyophilized, the amount lyophilized). Please indicate the form in which the template was shipped (i.e., glycerol stock) if it is to be purified. Please indicate the primers for the sequencing project. If the primer is provided, please indicate the name and concentration. Please provide the DNA sequence of the template for primer design by AIBioTech or a Nucleic Acid Synthesis Order Form if the primer is to be synthesized. In addition to the completed order form, we also require an original signed copy of the service agreement. Please include all associated paperwork with the submitted samples.

Type of sequencing desired (please select one):

☐ Single reaction   ☐ 2X reaction   ☐ 4X reaction (this is a GLP request)\*

Please indicate below the level of testing required (we would be please to clarify the levels of testing at your request):

☐ R&D   ☐ GLP

\*A GLP protocol must be approved and signed by both the client and American International Biotechnology Services before initiation of any laboratory work for GLP sequencing. Additional fees map apply for GLP protocol preparation.

## Service Agreement

### Service:

American International Biotechnology Services (AIBiotech) endeavors to provide timely, quality service, with rapid return of analytical results and/or samples to the Client (the Investigator requesting services to be performed). AIBioTech will promptly notify the Client of any unexpected delays. AIBioTech personnel will follow applicable written protocols for all services provided. AIBioTech will provide proof of accepted analytical techniques, as requested by the Client. AIBioTech will provide data and/or summary sheets of all results obtained.

### Payment:

In exchange, the Client agrees to pay in full, for the services delivered to client in full within 30 days of receiving AIBioTech's invoice for the services performed. AIBioTech makes no expressed or implied warranties for the results that are obtained and unless there is an instrument malfunction, a technician error, or some fault directly attributable to AIBioTech. PAYMENT IN FULL IS EXPECTED UNLESS PREVIOUS ARRANGEMENTS ARE MADE WITH AIBioTech. AIBioTech will not be held liable for results obtained with Clients' samples. AIBioTech expressly guarantees to perform all its procedures with professional diligence, and strives to perform quality work acceptable to all its Clients.

Date of this Agreement: \_\_\_\_\_

Client Signature: \_\_\_\_\_

Client Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Affiliation: \_\_\_\_\_

## Preparation of Template or Special Products Information

[illegible]

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The following table has been formatted for a 96-well plate. The table is three pages if submitting a 96-well plate. However, samples do not have to be submitted in a 96-well plate. Please ignore the plate position column if submitting individual samples. Please indicate the following necessary information for the sequencing project. If the primer is to be synthesized by AIBioTech, please submit a Nucleic Acid Synthesis Order Form.

## Sequencing Sample Information

Plate Position	Sample Name	Sample Concentration	Size (Kb)	Template Type	AIBT to Purify Template	Sample Composition	Primer Concentration	Primer Name
<i>Example</i>	<i>pGEM3Z</i>	<i>25 ug/ml</i>	<i>3.0</i>	<i>Plasmid</i>	<i>Yes</i>	<i>Glycerol Stock</i>	<i>10 minutes</i>	<i>M13F</i>
A1								
B1								
C1								
D1								
E1								
F1								
G1								
H1								
A2								
B2								
C2								
D2								
E2								
F2								
G2								
H2								
A3								
B3								
C3								
D3								
E3								
F3								
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A4								
B4								
C4								
D4								
E4								
F4								
G4								
H4								

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## Sequencing Sample Information

Plate Position	Sample Name	Sample Concentration	Size (Kb)	Template Type	AIBT to Purify Template	Sample Composition	Primer Concentration	Primer Name
A5								
B5								
C5								
D5								
E5								
F5								
G5								
H5								
A6								
B6								
C6								
D6								
E6								
F6								
G6								
H6								
A7								
B7								
C7								
D7								
E7								
F7								
G7								
H7								
A8								
B8								
C8								
D8								
E8								
F8								
G8								
H8								

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## Sequencing Sample Information

Plate Position	Sample Name	Sample Concentration	Size (Kb)	Template Type	AIBT to Purify Template	Sample Composition	Primer Concentration	Primer Name
A9								
B9								
C9								
D9								
E9								
F9								
G9								
H9								
A10								
B10								
C10								
D10								
E10								
F10								
G10								
H10								
A11								
B11								
C11								
D11								
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F11								
G11								
H11								
A12								
B12								
C12								
D12								
E12								
F12								
G12								
H12								