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|  |  **Delivery Address:** | **Billing Address(Mandatory):** |
| **PO Number:** |  |  |
| Name: |  |  |
| Department: |  |  |
| University/Company.: |  |  |
| Area & Landmark |  |  |
| City/ Postal Code |  |  |
| Contact Number |  |  |
| Email: |  |  |
| **PI Signature**  |  |  **Date** |  |

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| **Sample Requirements****Plasmid prepration:*** Submit*E. coli* colonies on plate in presence of antibiotic as selection marker.
* Mention vector name, size, copy number and antibiotic name as a selection marker.

Plasmids:* Plasmids must be purified by Column method preferably.
* Minimum template conc. should be 125ng/l and minimum volume should be 20l.
* Provide 500ng of more DNA for every additional reaction.

**PCR Products:*** PCR product must be purified by Column method preferably.
* Minimum template conc. should be 30-50 ng/l and minimum volume should be 15l.
* Provide 200ng more DNA for every additional reactions.
* Must enclose the gel photo of the samples.

**Primer:*** Primer conc. shoud be 5 – 10 umol/l, and minimum volume should be 5 l per reaction.
* Provide 3l of more primer for every additional reactions.
* Enclose the sequence of your gene specific primers.

Special Instructions:* Please mention the DNA purification method used.
* Mention Complete address for billing pupose.
* Mention puchase order number if anything is there

**Please Mark “Yes” if Your Samples require any of following:**

|  |  |  |
| --- | --- | --- |
| **1** | **PCR Purification By Column method**  |  |
| **2** | **PCR Purification from Agarose Gel**  |  |
| **3** | **Plasmid Isolation & Purification**  |  |
| **4** | **GC Rich Protocol**  |  |
| **5** | **Genomic DNA extraction & Purification & PCR** |  |
| **6** | **RNA Sequencing**  |  |
| **7** | **Fragment Analysis**  |  |
| **8** | **AFLP Analysis**  |  |

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**Primer information**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Primer name** | **5’ Sequence 3’** | **Concentration** |
| **1)** |  |  |  |
| **2)** |  |  |  |
| **3)** |  |  |  |
| **4)** |  |  |  |
| **5)** |  |  |  |
| **6)** |  |  |  |
| **7)** |  |  |  |
| **8)** |  |  |  |
| **9)** |  |  |  |
| **10)** |  |  |  |

**Sample Information**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | **Sample type****Plasmid/ PCR** | **Sample name** | **Vector** | **Conc. of DNA****(ng/ul)** | **Insert / Product length****[kb]** | **Primers** | **Additional Information about samples.** |
| Forward | **Reverse** |
| **1)** |  |  |  |  |  |  |  |  |
| **2)** |  |  |  |  |  |  |  |  |
| **3)** |  |  |  |  |  |  |  |  |
| **4)** |  |  |  |  |  |  |  |  |
| **5)** |  |  |  |  |  |  |  |  |
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| **18)** |  |  |  |  |  |  |  |  |
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| **19)** |  |  |  |  |  |  |  |  |
| **20)** |  |  |  |  |  |  |  |  |
| **21)** |  |  |  |  |  |  |  |  |
| **22)** |  |  |  |  |  |  |  |  |
| **23)** |  |  |  |  |  |  |  |  |
| **24)** |  |  |  |  |  |  |  |  |
| **25)** |  |  |  |  |  |  |  |  |

**Additional instructions for sequencing:**