SAMPLE SUBMISSION GUIDELINES

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Customer Details:

Name of Customer*	
Contact address*	
Billing Address*	
Name and Contact number * (of the person responsible to give the details related to the sample)	
E-mail ID*	
Quote No/PO# and Date*	
Signature of the customer*	

Sample Type: Genomic DNA/ PCR product/ Plasmid

Details of sample needed may vary depending on the type of samples provided. Please read the instructions carefully and fill the details relevant to your samples

Sample Details								
Sl. No	Sample name*	Template Type* (genomic DNA /PCR product /Plasmid)	Genomic DNA Isolation method * Manual/ kit	PCR product Purification method * PCR clean-up Kit/ExoSAP	Dissolved in sterile water/TE?*	OD260 /OD280	Concentration (ng/µl)	Total Volume provided *
1								
2								
3								
4								
5								

General Instructions on Sample requirement		
Sample type	Minimum concentration required	Minimum volume required
DNA	60ng/ul	30 ul
Plasmid	100 ng/µl	20µl

PCR product (purified)	100 ng/µl	25µl
PCR product (not purified)	200 ng/µl	50µl

- Preferably dissolve DNA in sterile MilliQ water than in TE as EDTA may inhibits the cycle sequencing reaction
- 260/280 ratio of the samples should be between 1.7 to 1.9
- Please share the gel image to help us confirm the purity of DNA and optimize the dilution after enzymatic clean-up.

Sl. No	**Sample code** *	Name of the gene to be sequenced	Size of the gene (bp)*	Sequencing to be done in one Direction or two Direction (1D/2D)*	Primer provided (Y/N) *	Primer sequence*	Primer volume provided *	Primer concentration (pmol/ul) *	Annealing temperature of the Primer*
1									
2									
3									
4									
5									

Important Details required for Sequencing

General Instructions on Primers for sequencing

- Use molecular biology grade water or Tris buffer for dilutions

- Provide primer sequence if primers are provided from your end.
- Primer concentration should be 10pmol/µl
- Primer requirement; volume 10µl (Minimum)
- For every additional reaction supply 5µl each of primer and template at above mentioned concentration.
- Please make sure that your primer can adequately bind to your template. Insufficient primer binding often leads to poor- quality results.

Optimal Sequencing Primer Characteristics:

- Primer length should be between 18-25 bases length
- GC content should be between 45%-55%
- Tm should be in the range of 50^{o}C- 60^{o}C
- We won't accept RAPD primers or degenerate primers for sequencing
- Have a G or C at 3' end
- 3' end is complementary with your template

<u>Any Special points to be considered:</u>

IMPORTANT:

Samples will be rejected if they have been received in the following conditions

- Broken tubes and plates (PCR tubes/Micro centrifuge tubes/ culture slants/storage vials)
- Samples without proper labelling
- Petri plate without proper sealing
- Very low sample volume than mentioned in the sample guidelines form
- Contaminated culture plates for DNA/Plasmid isolation.

Disclaimer

Any damage caused to the samples during transit will not be our responsibility.