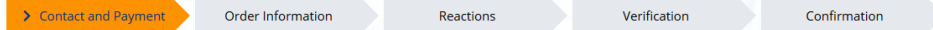


Order Form Instructions

1.) Fill out all applicable information:

ORDER CONTACT AND PAYMENT INFORMATION



The first step in our ordering process is to enter your contact and billing information for this order. We have populated the form with information from your user account, however you may make any contact information changes necessary for this order below.

All required fields are marked with *

Contact Information

*First Name:

*Last Name:

*Company:

Department:

Laboratory:

*Address 1:

Address 2:

*City:

*State/Province/Region:

*ZIP/Postal Code:

*Country:

*Phone:

*Primary Email:

Alternate Email Addresses

Optionally add one or more alternate email addresses for correspondence purposes. (Enter a comma separated list of additional recipients.)

Alt. Email:

Note: Alt. Email is NOT used for billing correspondence; see Billing email listed below.

Payment Information

Please enter the email address for billing correspondence below. (Enter a comma separated list of additional recipients.)

*Payment Email:

*Payment Method:

*Contact Name:

*Address 1:

Address 2:

*City:

*State/Province/Region:

*ZIP/Postal Code:

*Billing Country:

This is the email that invoices will be sent to. If you would also like invoices sent to yourself or another email address, please indicate this in the notes section of your order form.

If paying with PO, enter the PO# in right away. If using credit card payment, we won't need your credit card information until the invoice is generated. Then you can pay either online or over the phone.

Next »

2.) Fill out your sample information:

ORDER INFORMATION

Contact and Payment
 Order Information
 Reactions
 Verification

The next step in your order is to describe what you will be sending us for sequencing.

All required fields are marked with *

Order Information

*I am submitting:

- Individual Samples
- Full 96-Well Plates
- Agar Plates for Plasmid Prep and Sequencing

*Number of plates you are submitting:

*Type of samples:

- Purified Plasmids
- Crude PCR Products
- Purified PCR Products
- Plasmid and Primer Premixed
- Pelleted Cultures for Plasmid Prep
- Glycerol Stocks for Plasmid Prep
- Genomic DNA for PCR
- Ready to Inject
- Purified PCR Product and Primer Premixed

Optional Plate Map

If you would like to submit a plate map, please upload it here.
If you need a template, ours is [available for download here](#).

Plate Map: No file selected.

Choose how you are sending: as individuals or plates. **Note:** Plate orders must meet a minimum of 48 sequencing reactions and be submitted in a 96-well plate or strip-tubes. If you are sending a partial plate, this is considered a 'full plate' on the form, but will not be billed the full plate price. You will only be billed for the number of reactions sequenced.

Note: This is the total number of *samples* (or sample plates) you will be submitting, NOT the total number of reactions or reads per sample. Primers and additional reads will be added on the next page.

This Plate Map is to be used for Plate orders to indicate your sample and primer layout. Please submit this with your plate order if you have specific sample and primer names you would like used for each well or if you have a unique primer layout that requires a map.

3.) Fill out additional sample information and primer information:

a. Sample Information:

REACTIONS

Contact and Payment
 Order Information
 Reactions
 Verification
 Confirmation

Order type: Full 96-Well Plates / Purified Plasmids

Plate Name	Vector Name	Vector (bp)	Insert (bp)	Conc. (ng/μl)	High GC	Hairpin	Num. Primers	Primer Selection	Primer Option
1 Sample1	Vect	3000	1500	100	<input type="checkbox"/>	<input type="checkbox"/>	2	In-house Stock Prim	T7 Promoter
					<input type="checkbox"/>	<input type="checkbox"/>		In-house Stock Prim	T7 Terminator
2 Sample2	Vect	3000	1500	100	<input type="checkbox"/>	<input type="checkbox"/>	2	In-house Stock Prim	T7 Promoter
					<input type="checkbox"/>	<input type="checkbox"/>		In-house Stock Prim	T7 Terminator

[» Copy primers to each sample below](#)

Enter Plate name or Sample Name.

This will fill in the same name for all samples.

This will append a unique number to the end of all sample names. I.e. '1' & '2' added on the end of the name 'Sample' as shown here.

b. Primer Information:

REACTIONS

Contact and Payment
 Order Information
 Reactions
 Verification
 Confirmation

Order type: Full 96-Well Plates / Purified Plasmids

	Plate Name <i>(clear names)</i>	Vector Name	Vector (bp)	Insert (bp)	Conc. (ng/μl)	High GC	Hairpin	Num. Primers	Primer Selection	Primer Option
1	Sample1	Vect	3000	1500	100	<input type="checkbox"/>	<input type="checkbox"/>	2	In-house Stock Prim	T7 Promoter
						1.2 <input type="checkbox"/>	<input type="checkbox"/>		In-house Stock Prim	T7 Terminator
» Copy primers to each sample below										
2	Sample2	Vect	3000	1500	100	<input type="checkbox"/>	<input type="checkbox"/>	2	In-house Stock Prim	T7 Promoter
						2.2 <input type="checkbox"/>	<input type="checkbox"/>		In-house Stock Prim	T7 Terminator

Next »

Choose the number of primers to be used on the plate or sample from the drop-down box. If you will be submitting a primer plate, you can select '1' and write in PrimerPlate for the name of the primer.

This button will copy the primer selection to all plates/samples below.

In-house Stock Primers: Free primers provided by Functional Biosciences. These are listed on our website.

Included with Sample Submission: You will be sending primers along with your order.

Please Synthesize: You would like us to synthesize and use a primer (Includes 2 years of primer storage at our facility)

Stored Primer: Primer is already at Functional Biosciences. We have either synthesized & stored this primer for you in the past, or you have requested that we store a primer for you in our long-term storage.

4.) Review & Submit

VERIFICATION

✓ Contact and Payment
✓ Order Information
✓ Reactions
> Verification
Confirmation

Order type: Full 96-Well Plates / Purified Plasmids

Your order is summarized below. If there are any particular things you wish us to make note of, please enter your note below.

▲ Order Review - Your order has **not** been submitted.

If you are ready to submit your order, select "Submit Order" below.

Samples and Requested Reactions

No.	Plate Name	Primer Information			DNA Information			
		Name	Selection	Seq	Vector Name	DNA Size	Insert Size	Conc. (ng/μl)
1	Sample1_T7 Promoter	T7 Promoter	In-house	TAATACGACTCACTATAGGG	Vect	3000	1500	100
2	Sample1_T7 Terminator	T7 Terminator	In-house	GCTAGTTATTGCTCAGCGG	Vect	3000	1500	100
3	Sample2_T7 Promoter	T7 Promoter	In-house	TAATACGACTCACTATAGGG	Vect	3000	1500	100
4	Sample2_T7 Terminator	T7 Terminator	In-house	GCTAGTTATTGCTCAGCGG	Vect	3000	1500	100

Note to us (optional):

Submit Order

Once you have reviewed your order, click 'Submit Order'

Any additional information pertaining to your order can be left here.

5.) Print a copy of your order form and send along with your samples

ORDER #12389 CONFIRMATION

✓ Contact and Payment
✓ Order Information
✓ Reactions
✓ Verification
> Confirmation

Your order is complete! Please **print a copy of this page and send it with your samples.**

A complete summary of your order is below.

Order Number 12389

Full 96-Well Plates / Purified Plasmids

Ordered: 7/6/20 11:31:58 am
 Nicole Hillskotter (110013)
 Functional Biosciences
 505 South Rosa Road
 Suite 238
 Madison, WI 53719
 Phone: (608) 441-8125
 Primary email: nicole@functionalbio.com

Credit Card
 Nicole Hillskotter
 505 South Rosa Road
 Suite 238
 Madison, WI 53719
 Billing email: sequence@functionalbio.com



Please remember to print this form and send it along with your samples!

No.	Plate Name	Primer Information			DNA Information			
		Name	Selection	Seq	Vector Name	DNA Size	Insert Size	Conc. (ng/μl)
1	Sample1_T7 Promoter	T7 Promoter	In-house	TAATACGACTCACTATAGGG	Vect	3000	1500	100
2	Sample1_T7 Terminator	T7 Terminator	In-house	GCTAGTTATTGCTCAGCGG	Vect	3000	1500	100
3	Sample2_T7 Promoter	T7 Promoter	In-house	TAATACGACTCACTATAGGG	Vect	3000	1500	100
4	Sample2_T7 Terminator	T7 Terminator	In-house	GCTAGTTATTGCTCAGCGG	Vect	3000	1500	100