Microarray Center
Bio-Synthesis, Inc.
612 E. Main Street
Lewisville, Texas 75057
800.227.0627
www.biosyn.com

Microarray Sample Submission - Order Form

This form is not configured for online submission, please print a copy and fill out the form and submit alone with samples.

Quotation Number:

Date:

Client Shipping Information

Principal Investigator:

Institution Name:

Department:

Shipping Address:

Phone:

Fax:

E-mail Address:

Client Billing Information

Accounts Payable Contact:

Institution/Department:

Billing Address:

Phone:

Fax:

PO

Credit Card No.:

Credit Card Exp. Date

3 or 4 digit CVV code

Project Service Information

Have you consulted with our BioInformatic Specialist? ☐ yes ☐ no

Type of service request:

☐ Full Custom Oligo MicroArray Services
☐ Full Custom Protein Microarray Services
☐ Custom Array Printing
☐ Array Processing
☐ Array related Services
☐ others

Sample Informations

Sample No.	Sample Name.	Total Volume.	Con. (ug/ul)	260/280 Ratio	260/230 Ratio

Please reprint this sample information page, if more than 12 samples

Type(s) of Sample

☐Genomic DNA ☐Total RNA ☐cRNA ☐Tissue/Lysates ☐Cell/Lysates ☐others

If target sample is cRNA, enter name of labeling kits:

Type of platform:

☐Affymetrix ☐Illumina ☐Agilent

Additional Services:

☐Genomic DNA extraction

☐Total RNA extraction

☐Sample check using bioanalzer

☐Array data analysis

If others, specified

Additional project notes:

Please NOTE: Samples terminated due to poor QC or lower than the required concentration and need to be process in our facility will be subject to appropriate service charge or returned unprocessed. It is recommended that samples be assayed for RNA quality prior to microarray analysis. Investigator are responsible for all cost associated with failed or poor quality reactions caused by poorly prepared target or array samples.

I understand all total RNA samples submitted will be discarded if not retrieved within 60 days.

USER INITIALS:

Microarray Service Agreement

Service:

Bio-Synthesis, Inc. (BSI) 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). BSI will promptly notify the Client of any unexpected delays. BSI personnel will follow applicable written protocols for all services provided. BSI will provide proof of accepted analytical techniques, as requested by the Client. BSI 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 BSI's invoice for the services performed. BSI 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 BSI. PAYMENT IN FULL IS EXPECTED UNLESS PREVIOUS ARRANGEMENTS ARE MADE WITH BSI. BSI will not be held liable for results obtained with Clients samples. BSI 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:

Anwu Zhou, Ph.D.
Director of Microarray Division
Bio-Synthesis, Inc.
612 E. Main Street
Lewisville, Texas 75057

Client's Signature

Client's Title

Client's Name

Company Affiliation

Total RNA Sample:

1. Quality of total RNA: All RNA samples should meet assay quality standards to ensure the highest quality RNA is hybridized to the gene expression arrays. User should run the initial total RNA on an agarose gel or bioanalyzer to examine the ribosomal RNA bands. 260/280 absorbance readings should be measured for total RNA. Acceptable 260/280 ratios fall in the range of 1.8 to 2.1.

2. Amount of total RNA: Depending on different platform to use, different amount is required. Generally, 1-5 total RNA is needed. The RNA concentration should be greater than 0.1ug/ul (add RNase-free water to adjust same concentration).

3. Please submit a copy of the photograph of your total RNA on the agarose gel electrophoresis or bioanalyzer printout, and 260/280 and 260/230 absorbance reading together with the sample(s).

Genomic DNA Sample:

1. Quality of DNA: User should run the initial DNA on an agarose gel or bioanalyzer to examine the ribosomal RNA bands. 260/280 absorbance readings should be measured for genomic DNA. Acceptable 260/280 ratios fall in the range of 1.6 to 1.8.

2. Amount of DNA: 1.0 μg DNA is required. The DNA concentration should be 50ng/μl. DNA should be dissolved in DNase-free water or low EDTA TE buffer.

3. Please submit a copy of the photograph of your DNA on the agarose gel electrophoresis or bioanalyzer printout, and 260/280 and 260/230 absorbance reading together with the sample(s).

Shipping:

Overnight shipment using a commercial carrier(FedEx or UPS, etc) is required.

1. **For tissues and cells:** Keep in dry ice for frozen tissues and cell pellets. Never let it thaw, so make sure the dry ice is enough. For RNAlater kept tissues or cells, use ice pads instead.

2. **For total RNA and Genomic DNA:** Ship with dry ice.

Array Printing Sample Submission Guidelines

DNA (cDNA or oligos):

1. Quality of oligos: 260/280 absorbance readings should be measured using a spectrophotometer. Acceptable 260/280 ratios fall in the range of 1.8 to 2.1.

2. Amount of oligos: At least 50ul in DNase-free water is needed. The DNA concentration should be between 0.1 and 0.5ug/ul (add DNase-free water to adjust each sample to same concentration).

3. Samples should be kept in 96-well microtiter plates.

4. A sample sheet with sample names should be included with the shipment. Also please specify number of arrays and number of replicated spots on the arrays.

Protein/Antibodies:

1. Proteins/Antibodies should be dissolved in printing buffer (1x PBS/0.05 BSA) to 0.5mg/ml or higher. At least 50 ul in volume is required.

2. Samples should be kept in 96-well microtiter plates.

3. A sample sheet with sample names should be included with the shipment. Also please specify number of arrays and number of replicated spots on the arrays.

Shipping:

Overnight shipment with ice pad using a commercial Carrier(FedEx or UPS, etc) is required.