



**For prompt processing of samples, complete the entire form and write legibly.**

Name:		PI/Lab:	
MSU NetID:		Department:	
Email:		MSU Account #*:	
Do you need access to Genomics Depot?	YES      NO	Signature:	

\*Off-campus researchers should contact gtsf@msu.edu with any questions regarding payment prior to submitting samples.

## Service Type and Sample Information

Reaction Type (check one):     Standard     1<sup>st</sup> Tier (for high GC content)

Description	Number of Samples (this is the # of tubes or # of wells submitted)	Sample Type (purified PCR product, plasmid, vector, etc.)	Size (bp)	Have you added your own primer? (If not, which Genomics Core primer should be added: M13 forward, M13 reverse, SP6, T7, T7 terminator, or T3)
≤ 8 samples in individual tubes				
9 - 16 samples in <u>labeled</u> 8-strip tubes or 96-well PCR plate				
≥ 17 samples in <u>labeled</u> 96-well PCR plate				
<b>*NEW* High Throughput Standard reaction</b> ≥ 48 samples in <u>labeled</u> 96-well PCR plate Samples must be plated by column (vertically) starting with A1, researcher adds primer, <b>NO RERUNS</b>				YES

### Sample Names (max. 16)

Circle one: Tubes    or    8-Strip

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_
16. \_\_\_\_\_

### Sample position and naming for samples in 96-well plate

Plate Name: \_\_\_\_\_ Did you email a custom naming file? YES    NO

Custom naming template available at <https://rtsf.natsci.msu.edu/genomics/forms.aspx>

Email naming file to gtsf@msu.edu **before** submitting samples.

If custom naming file is not provided, samples will be labeled with plate name and well position.

Samples must be placed in 96-well PCR plate by column (vertically).  
**Do not skip wells.**

Indicate wells containing sample on the plate map using an X, line, or highlighting.

Flat-bottomed plates will not be accepted.

	1	2	3	4	5	6	7	8	9	10	11	12
A	1	9	17	25	33	41	49	57	65	73	81	89
B	2	10	18	26	34	42	50	58	66	74	82	90
C	3	11	19	27	35	43	51	59	67	75	83	91
D	4	12	20	28	36	44	52	60	68	76	84	92
E	5	13	21	29	37	45	53	61	69	77	85	93
F	6	14	22	30	38	46	54	62	70	78	86	94
G	7	15	23	31	39	47	55	63	71	79	87	95
H	8	16	24	32	40	48	56	64	72	80	88	96

OFFICE USE ONLY	Qty	Standard price/sample	1 <sup>st</sup> Tier price/sample	Amount
≤ 8 in tubes		\$7.00	\$8.00	
9 - 16 in 8-strips or PCR plate		\$6.00	\$7.00	
≥ 17 in PCR plate		\$3.50	\$4.50	
HT ≥ 48 in PCR plate		\$2.75	\$3.75	
<b>TOTAL:</b>				