

# Sequence Order Form Instructions

- Please complete all sections of the Sequence Order Form.
  - Print and save 1 copy for your records and drop off or email 1 copy to [order@acgtcorp.com](mailto:order@acgtcorp.com)
  - Adobe Reader 9 or higher is required to fill and submit order form
  - To download the Oligo order form. Right click "Oligo order form" then click "Save Target As" or "Save Link As".
  - Order form must be downloaded and completed then emailed to [order@acgtcorp.com](mailto:order@acgtcorp.com). It cannot be completed and submitted through the website.
1. Date
    - Format: dd/mm/yy
  2. Shipping Address
    - Orders are delivered by courier. Please include room, bldg. and street address
  3. Billing information
    - Complete if separate from shipping address otherwise check "same as shipping information" box
  4. Quote Number
    - If applicable
  5. Sample Name
    - Maximum 12 characters
  6. Sample Concentration
    - Concentration requirements
      - PCR products (<499 bp): 50-100ng/μL
      - PCR products (500-1000 bp): 100-150ng/μL
      - PCR products (>1 kb): 60-180ng/μL
      - Plasmids: 60-180ng/μL
  7. Vector Name or PCR Product
    - Provide vector name if applicable. Otherwise, indicate as PCR product
  8. Length
    - For sequences >1kb sequencing by primer walking is available please contact us for a quote
  9. Primer Name
    - Maximum 10 characters
  10. Multiple Primers
    - Please fill out an additional line with a new sample name for sequences that use multiple primers
  11. Primer Concentration
    - ng/ul
  12. GMP
    - Please refer to our [website](#) for more information
  13. Schedule Pickup
    - Please refer to our [website](#) to schedule a pick up
  14. Delivery Options
    - Unedited results refer to the sequence read that is provided directly by the ABI 3730xl instrument.
    - Edited results are sequence reads that have been reviewed and ambiguities manually edited by a qualified sequencing technician.
  15. Delivery
    - Samples submitted before 3pm can be sequenced by the next business day. Results are typically sent by email before 5pm on the following day.
  16. Custom Primers
    - Primer Name
      - Max 20 Characters
    - Scale
      - 0.04 or 0.2 or 1.0 μmole.
    - Purification
      - Desalted or Reverse Phase (RP) Cartridge Purification
      - For more information refer to our [Purification and Modification page](#).
    - GMP
      - [Please refer to our GMP page for more information](#).
  17. Additional Notes
    - Please include any additional information or requests