V.12.08.19

**Sample-shipping form for specimen for the extraction of DNA or RNA**

Quotation number or Project-Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address of responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For customers from EU countries other than Germany, please state your VAT-ID (**important for exempt of VAT in accordance with no 9 of Art 6 of VAT)

**VAT-ID:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please state Billing address if different from quotation**

Name:

Organisation:

Adress:

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration of non-infectiousness:**

I hereby declare the samples do not contain infectious material. I am aware that the workflow and analyses are for research use only.

Name, Date, Signature

**Sample information:**

**For tissues:**

Species:

Organ:

Amount of tissue (mg):

Buffer (if any) and volume of buffer

**For Cell Pellets:**

Cell origin and type

Approx. number of cells

Buffer (if any) and volume of buffer

**For Liquids:**

Origin (e.g. blood, urine, plasma):

Buffer (if any) and volume of buffer

Approx. number of cells (if available)

Approx. amount of DNA and RNA (if available)

Buffer (if any) and volume of buffer

**General Preferences:**

**2 ml reaction tubes Eppendorf or alike**

**FOR whole blood: EDTA tubes only (no heparin)**

**For plasma: please centrifuge the EDTA blood within 1 h after blood draw at 2500 g for 10 min. Safe the supernatant (Plasma) in a new tube, freeze it on -80°C and ship on dry ice.**

**For Urine: use 15 or 50 ml tubes only, falcon or alike**

**IMPORTANT: Sample description and preferred abbreviation – please label the tubes according to the sample sheet**

Please define biological replicates by “BR”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Sample description**  | **Preferred abbreviation**  **(max 6 characters)** | **Quantity** | **Requested analyses** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
| 11 |  |  |  |  |
| 12 |  |  |  |  |

**Alternatively and for more than 12 samples, please send an excel file to “customerservice@genxpro.de”**

**Concerning bioinformatics:**

**Annotation:**

Please define Database to which the sample shall be annotated. If no database is stated the ENSEMBL databases will be used whenever possible.

Preferred database (URL):

**Data storage:** Data will be stored 6 Month after delivery. Please state if additional storage on an external hard-drive for an additional fee of 125 EUR is required: yes □ no □

**For gene expression or smallRNA analysis, pairwise comparisons:**

Please define the samples which should be compared in pairwise comparisons using the preferred abbreviations from the above tables. Please note that if not otherwise stated in the quotation, the amount of pairwise comparisons is limited to the amount of samples. Additional comparisons/Analyses can be ordered for 125 EUR each.

If “in silico” pools of samples shall be compared, please define the pools by parentheses.

Biological replicates (BR) will be treated using negative binomial statistics in pairwise comparisons for calculations of p-values for differential expression.

|  |  |  |
| --- | --- | --- |
| **Comparison** | **Samples 1** | **Samples 2** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |
| 11 |  |  |
| 12 |  |  |

**Alternatively and for more than 12 comparisons, please send an excel file to** **customerservice@genxpro.de**