

# Automated DNA Sequencing Service Request Form



Date:	
Name:	
Department:	
Charge Code:	
PI:	
Phone:	
Email:	

MCV-VCU Nucleic Acids Research Facilities  
 1101 E Marshall St, Sanger Hall, Room 5073  
 Richmond, VA  
 23298-0678

Phone: 804-828-6218  
 Fax: 804-828-9946  
<http://www.narf.vcu.edu/dna.html>

1. Please place all samples in their proper place in the refrigerator inside the DNA Core Lab.
2. All templates and primers must be labeled with concentration clearly written.
3. Plasmid to be sequenced should be at a concentration of **100 ng/ul**. PCR product 10 ng/ul , primer conc. **20 ng/ul**.  
**We do not provide service to dilute or concentrate the samples that are at improper concentrations.**
4. For best results, samples should be in dH<sub>2</sub>O, not TE.
5. Drop box color: Green 1, 2 or 3, Orange 1, 2 or 3, Yellow 1, 2 or 3, Black 1, 2, 3, or 4, Blue 1, 2, or 3, Pink 1, 2, or 3, Clear 1, 2, or 3.
6. Please submit DNA and primer in different tubes. We need 10ul of each per sequencing rxn.

Name of Template	Template: Plasmid, PCR Product, or Other	Template Conc. ng/ul	Standard Primer	Custom Primer	Insert Size (bp)	Template GC or AT Content %	Data print or Copy to CD
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
Lab Use							
No. of Rxn / Failed							
Total Cost							

List of standard primers available at Core Lab:  
 T7P,T7T SP6, T3, M13F(-21), M13F(-47), M13R(-22), KS, SK