



## Sample Submission Form

Purchase Order#: \_\_\_\_\_

Quote #: \_\_\_\_\_

### Applicant Information

Last Name:		First Name:	email:
Institute:		Phone#:	Fax#:
Shipping address:			
City:	State:	ZIP Code:	
Country:	Attention:	Other:	
Billing address (Same as shipping <input 2"="" type="checkbox&gt;):&lt;/td&gt; &lt;/tr&gt; &lt;tr&gt; &lt;td&gt;City:&lt;/td&gt; &lt;td&gt;State:&lt;/td&gt; &lt;td colspan="/> ZIP Code:			
Country:	Attention:	Other:	

### Sample Information

Type:  Tissue Sample  Cell pellet  Extracted Genomic DNA  Bisulfite Treated DNA  PCR Product  RNA  cDNA  Other:

Date: \_\_\_\_\_ Organism: \_\_\_\_\_ Gene: \_\_\_\_\_

Number of Samples: \_\_\_\_\_ Assays Requested (ADS/ASY): \_\_\_\_\_

Type of Container:  96-Well Plates  Microcentrifuge Tubes  Other:

**To ensure the accurate and timely processing of your samples you must include a sample list or plate map with sample IDs and concentrations.**

**Failure to do so will result in an additional \$50 charge added to your order.** Plate map Included:  Yes  No

Additional information or instructions:

\* Please contact EpigenDx if your samples do not meet these requirements, and we will work with you on your sample preparation.

## Sample Preparation

### Genomic and Bisulfite Treated DNA

1. Submit 1 – 3 µg at a minimum of 20 ng/µl genomic DNA in microfuge tubes or PCR plate. \*
2. Sample ID in an excel spreadsheet must be sent along with the samples and sent via email to: [smiller@epigenDX.com](mailto:smiller@epigenDX.com).
3. If samples are submitted in 96-well plate (**recommended plate model: USA Scientific # 1402-9596**), please indicate the plate layout with the sample ID in excel spreadsheet. The DNA must have a uniform volume and uniform concentration at 20 ng/µl. \*
4. DNA in 96-well plate **must be** sealed by **aluminum film or snap caps and shipped on dry ice**.
5. If the assay is already developed, submit the primers along with the analysis protocol to EpigenDx, Inc.

### PCR Products

1. Submit crude PCR products (10 µl to 40 µl) in a 96 well plate or microfuge tubes. \*
2. Submit Pyrosequencing primers at 10 µM concentration in TE buffer. \*
3. Sample ID in an excel spreadsheet must be sent along with the PCR samples and sent via email to: [smiller@epigenDX.com](mailto:smiller@epigenDX.com).
4. If samples are submitted in 96 well, please indicate the plate layout with the sample ID in excel spreadsheet.
5. PCR product in a 96 well plate must be shipped in dry ice. PCR product in tubes can be shipped on ice pack.
6. If the assay is already developed, submit the Pyrosequencing Entry in the form of Sequence to Analysis along with the samples and send via email to: [info@epigenDX.com](mailto:info@epigenDX.com).

### Tissue Samples and Cell Pellets

1. **IMPORTANT:** RNA in harvested tissue is not protected until the sample is treated with anti-RNase reagents or flash-frozen. It is very important that tissue samples or cells are immediately frozen in liquid nitrogen and stored at -70°C or immediately immersed in Qiagen's RNAlater Reagent (Cat #76104).
2. Tissue should be between 20 to 40 mg in mass in 1.5 mL Eppendorf tubes, shipped frozen on dry ice. It is recommended they be immediately immersed in RNAlater reagent immediately after harvesting for optimal results. Flash freezing following tissue isolation is also acceptable. Under no circumstances should the tissue be allowed to thaw. \*
3. 1x10<sup>5</sup> cultured cells should be pelleted in 1.5 mL eppendorf tubes and all liquid should be removed prior to flash freezing in liquid nitrogen. They should be shipped on dry ice and under no circumstances should the frozen cell pellet be allowed to thaw. \*
4. Sample ID in an excel spreadsheet must be sent along with the samples and sent via email to: [smiller@epigenDX.com](mailto:smiller@epigenDX.com) and [info@epigenDX.com](mailto:info@epigenDX.com).

**IMPORTANT: Failure to provide necessary information or follow packing instructions may result in additional fees or unreliable data.**

# EpigenDx Assay Design Service (ADS) General Terms and Conditions

## 1. Application

These general terms and conditions are applicable to all of EpigenDx's services. Every Customer placing an order with EpigenDx accepts these general conditions prior to placing the order.

## 2. Orders

Orders will only be acted upon if confirmed by a written acceptance from Pyrosequencing.

## 3. Price

EpigenDx's prices are quoted in US dollar and are exclusive of VAT. Prices may be subject to change at any time.

## 4. Delivery times

EpigenDx will use reasonable efforts to deliver results within the period of time agreed with the Customer.

However, agreed delivery times are not binding and delays in delivery shall not give rise to cancellation of the order.

## 5. Shipment of samples

When samples from the Customer are necessary in order to perform the assay, the Customer shall secure express approval from EpigenDx to ship the samples to be analyzed by EpigenDx. The Customer shall appropriately pack and label the samples and pay for the shipment. EpigenDx shall not be liable for loss or damage of the samples during shipment, storage or use while performing the ADS. After performing the services, EpigenDx may, at its option, decide to return to the Customer or to destroy any remaining samples. EpigenDx reserves the right to refuse material that is hazardous, controlled or prohibited by law.

## 6. Confidentiality

EpigenDx will use all reasonable endeavors to keep in strict confidence any information and results, related to an order by the Customer. Only the Customer will be allowed to access such information and results, except if EpigenDx is required by law to disclose information or results.

## 7. Intellectual Property Rights

The Customer shall have the unrestricted right to use any and all results, from their order. EpigenDx shall own all right, title and interest in and to any technology, methods, assay designs, know-how and any inventions used by EpigenDx to perform the service for the Customer.

## 8. Limited warranty

EpigenDx shall use all reasonable efforts to perform the services with utmost care and skill.

EpigenDx makes no other Warranty, express or implied, including any warranty of merchantability, title, or fitness for a particular use.

In particular, EpigenDx does not warrant that the use of results will not infringe intellectual property rights of third parties.

## 9. Limitation of liability

After delivery of the results and material to the Customer, EpigenDx assumes no further liability than that provided under Article 8.

In no event shall EpigenDx be held liable for any damages arising from loss of earnings or any other loss arising directly or indirectly from the use of the results.

The Customer agrees to assume any and all liability for the Customer's use of the results and to hold EpigenDx harmless from any claims or liabilities that might arise from the Customer's use of the results and material.

## 10. Payment

Invoices are due and payable within thirty calendar days of the invoice date unless otherwise agreed with EpigenDx. Late payments will be charged 1% interest per month.

## 11. Termination

EpigenDx shall have the unilateral right to cancel any order without being liable for any damages, by notifying the Customer of EpigenDx's intention through e-mail.


## 12. Applicable Law

This agreement will be governed and interpreted in accordance with US law.

For research use only. Not intended for diagnostic purposes.

These mutations may be covered by a patent or patent applications. This protocol is made available for scientific research only and in no way confers the rights to perform this assay for commercial purposes or profit.

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