IMPORTANT NOTES:
- Unless specified otherwise, leftover samples will be discarded two months after the sequencing is completed.
- Please attach your DUGSIM order form to this submission form when submitting your samples.
- An incomplete submission form will result in a delay with your order.
- Data will be distributed through our sftp server. Data will be available on our server for 30 days after it has been delivered.
- Default loading concentration for all libraries is 6-12 pM depending on type and QC. Molarity will be estimated using a combination of Qubit and Bioanalyzer/Tapestation trace.
- If custom sequencing primers are provided, they will be spiked-in the Illumina primers.

See library requirements at: [http://tinyurl.com/hazn8al](http://tinyurl.com/hazn8al)

I have read and understand the above information.

Signature: ___________________________ Date: __________________

Samples submission: See details on page 3 and 4
Customer-prepared libraries (Please print this page multiple times if you have more than 10 libraries)

<table>
<thead>
<tr>
<th>Code (1)</th>
<th>Library type (2)</th>
<th>Label (3)</th>
<th>Conc. (ng/µl)</th>
<th>Vol. (µl)</th>
<th>Size (bp) (4)</th>
<th>Is it a pool?</th>
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1. **Code**: Your initials-L-number (e.g. GC-L1, GC-L2, GC-L3); Mark each 1.5ml tube (cap and side) with its code when submitting your materials.

2. Samples can be also be submitted in **96-well plates**. If you do so make sure to provide us with a map of the plate.

3. **Library type**: Library type+manufacturer you have prepared.

4. **Label**: This is to help you to keep track of your sample, so choose a label that's meaningful to you. This is optional.

5. **Size**: Expected average insert size + adapters size (bp).

If your libraries are barcoded or if you are submitting pools, please complete and send http://seqweb.gcb.duke.edu/documents/SeqIndexTemplate.xlsx to sequencing@duke.edu. Rename the file such as:

PLEASE CHECK LIBRARY REQUIREMENTS AT:

http://tinyurl.com/hazn8sl
PLEASE SHIP YOUR SAMPLES ON DRY ICE TO THE FOLLOWING ADDRESS:

Att: Illumina Sequencing

GCB Sequencing and Genomic Technologies
Duke University,
Chesterfield Bldg.,
701 W. Main Street, Suite 320,
Durham, NC, 27701
USA

Checklist

Please make sure you have included to your submission:

☐ A copy of your order from DUGSIM
☐ The completed library submission form
☐ The completed index information if necessary (emailed to sequencing@duke.edu)

⚠ Please review carefully our sample requirements to make sure you send us enough material for library preparation.

⚠ Please do not send samples without an order number and the requested information above. If you do not provide us with complete information, we may not be able to process your order in a timely manner.
Samples may be dropped off in person from 10am-11am and 2pm-3pm at:

GCB Sequencing and Genomic Technologies  
Duke University,  
Rm 2208-B CIEMAS,  
101 Science Dr.  
Durham, NC, 27708  
USA

Or by appointment with Wendy ([wendy.parris@duke.edu](mailto:wendy.parris@duke.edu)) at:

GCB Sequencing and Genomic Technologies  
Duke University,  
Chesterfield Bldg.,  
701 W. Main Street, Suite 320,  
Durham, NC, 27701  
USA