

# Normalized cDNA Library Construction Service

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Please print clearly and complete all items.

Include a fax number or email so that we may contact you if questions arise.

Name: \_\_\_\_\_

Clontech Account #: \_\_\_\_\_ Date: \_\_\_\_\_

Institution/Company: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Shipping Address: \_\_\_\_\_

Phone #:( ) \_\_\_\_\_ Fax #:( ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

P. O. #: \_\_\_\_\_ Quote #: \_\_\_\_\_

(Please fax a copy of your P.O. with this form)

Visa/  MC/  AmEx: \_\_\_\_\_ Date: \_\_\_\_\_ (if applicable)

(Note: Your order cannot be processed without either a P.O. # or credit card information.)

By signing this document, I agree with the terms and conditions specified below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## US & Canadian Customers

1. Please fax a completed copy of this order form and signed purchase order to the number below before sending samples.
2. Send samples with copy of order form and your purchase order.

## Clontech Laboratories, Inc. Attn: Clontech Custom Library Service

1290 Terra Bella Ave.  
Mountain View, CA 94043, USA  
Fax: 650.424.1064  
Tel: 650.424.8222, ext. 2  
E-mail: tech@clontech.com

## International Customers

Please contact your local Clontech representative.

## Ordering Worksheet

### Sample Preparation Service:

	Sample options (Circle one)	Minimum requirements*	Your Sample	
			Amount	Source
1	Poly A <sup>+</sup> RNA	5 µg		
2	Total RNA for direct cDNA synthesis	5 µg		

\*The amounts indicated above are the minimum needed to synthesize cDNA. If you send poly A<sup>+</sup> or total RNA, please provide a gel photo of your sample along with OD readings.

For non-mammalian species, up to three customer prepared probes can be sent to test normalized cDNA. Only two of these probes will be used. A minimum of 1 µg per probe is required. If no probe is sent, normalized cDNA will be compared to non-normalized cDNA using gel electrophoresis. In addition, supply the sequence of one abundant transcript to allow us to generate a probe to test the normalized cDNA, if needed.

### Sample Requirements

- 1) Sample is  
 In water (RNA samples should be approximately 1 µg/µl.)  
 In ethanol (RNA samples should be approximately 0.1 µg/µl.)
- 2) Has salt been added to the ethanol?  
 Yes  No
- 3) Has your sample been in contact with livestock serum (e.g., bovine) at any time?  
 Yes  No

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## Services Requested

### Normalized cDNA Library Construction Service (Cat. No. 630064)

Description of service:

The process of normalizing cDNA reduces abundant sequences significantly. The resulting normalized library enhances discovery of novel sequences and requires less sequencing. This is especially important for high-throughput applications.

Choose one of the following normalized cDNA libraries:

- Creator™ cDNA Library in pDNR-Lib Vector
- Mammalian Expression
- Retroviral cDNA Library in pRetro-Lib Vector
- Matchmaker™ cDNA Library in pGADT7Rec-AB
- Phage cDNA Library in lTriplEX2

Note: For detailed vector information, visit our website at [www.clontech.com](http://www.clontech.com).

## Sample Preparation

### Total RNA/Poly A+ RNA

For all RNAs include a description of the procedure and the results from quality tests that you have performed. A gel photo and OD readings must be included with your RNA sample. Purification of Poly A+ RNA is not required, nor recommended.

### RNA Quality

To ensure the highest quality data, we test all RNA with UV spectroscopy and capillary electrophoresis. If your sample is found to be degraded, we will inform you immediately.

### Probe Requirement (for non-human species)

When sending probe, sample must be a plasmid DNA or PCR product amplified from plasmid DNA that includes fragment of abundant gene >400 bp non-cloned sample is not acceptable since it results in high background for virtual Northern.

## Shipping Samples

Send all starting material samples by overnight delivery, with sufficient dry ice to last a minimum of two days. International shipments should have sufficient dry ice to last at least 5 days. Domestic shipments should be sent on a Monday, Tuesday, or Wednesday. International shipments should be sent on a Monday or Friday. Samples received without dry ice will not be processed. Fax completed order form to 650-424-1064. Samples must include a copy of the completed order form and your purchase order.

## Changes or Cancellation

Normalized cDNA library construction service is processed in three milestones:

- 1) Normalization of cDNA
- 2) Construction of normalized cDNA library
- 3) Normalization efficiency check

Charges incurred due to a change in your order will include the cost of the last milestone reached, and the percentage of the current milestone reached.

## Confidentiality Statement

Clontech Laboratories, Inc. does not claim any title, rights of ownership, or the like on the results of this custom service. After completion of the project, you will receive data/reagents that result from the service. We will retain information about the service in our files, in the event you need further assistance. An optional confidentiality agreement is available upon your request, establishing that this service will be treated as confidential.