

## GENEWIZ PCR + SANGER SERVICES

# Best Practices Checklist

---

- Follow our [Sample Submission Guidelines](#) when preparing your samples. For DNA/RNA samples, pay close attention to the following:
  - Total amount
  - Concentration
  - Purity
  - RNase/DNase treatment
- Prepare samples in microcentrifuge tubes or 8-strip tubes for projects with less than 36 samples. For larger projects, 96-well PCR plates are strongly recommended. Please ensure tubes/plates are properly sealed for shipping.
- Indicate any special sample requirements (BSL-2 processing, actinobacteria samples, etc.) in the comments section of your online order form.
- Upload the electronic sample form (.xlsx) through your online account or email it to [molgen@genewiz.com](mailto:molgen@genewiz.com).
- Print out your order receipt and include it with your sample shipment.
- Label each tube/plate clearly with the sample name as it appears on the electronic sample form. Ensure the total number of samples matches the electronic sample form.
- Submit samples at the proper temperature per our [Sample Submission Guidelines](#).
- Ship samples overnight to the address listed on the order receipt. Samples shipped on Fridays may not be received until the next business day.
- Track the status of your project online through your GENEWIZ account. The *Order Summary* page will show the latest status updates and the estimated delivery date.