**Shipping Guideline for the Customer-Supplied Plasmids**

1. DNA **4 -10** µg (concentration ≥ 100 ng/µl, A260/A280 1.8-2.0) in 0.1-1x TE form with a screwed 1.5 mL-tube is recommended. Also, wrap the cap with parafilm tape to prevent leakage during transportation.
2. We will prepare maxi-preps for mRNA production accordingly on our end.
3. Shipping DNA at ambient /room temperature is totally fine. Please indicate the concentration and volume of plasmids on the vial/tube.
4. Please ship samples to the following address：

**Xin Wang**

**PackGene Biotech Inc.**

**9310 Kirby Drive Suite 900/200, Houston, TX 77054, United States**

**Phone: 832-289-1618**

1. When you are ready to ship out the plasmids, please complete the form below. Email the completed form to [**info@packgene.com**](mailto:info@packgene.com).
2. **Very important:Please print a physical copy** of the PDF and include it with your shipment to ensure proper and correct handling of your project. Thank you!

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Customer-Supplied AAV plasmid Information:** | | | | | | | | |
| Customer’s Name |  | | | | Order Number |  | | |
| Customer’s company/Institute |  | | | | Courier/Tracking number |  | | |
| Plasmid Name/ID | Name on the vial/tube (if different from plasmid names) | # of vials | DNA  conc. (ng/µl) | DNA vol. (µl) | Insert (bps) between two ITRs | Plasmid  (bps) | Antibiotic Resistance | Strain of Bacteria |
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| **\*The following information is needed when a custom gene or plasmid is provided:** | | | | | | | | |
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| **1.** Sequence map if a full sequence is not provided. Please kindly attached it in a Snapgene or txt file. | | | | | | | | |  |
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| **2.** *Restriction* enzymes pair for plasmid verification if a full sequence and sequence map is not provided. **(*EcoRI, MluI, AgeI, SalI, PstI, BamHI, HindIII, SacI, KpnI, NcoI, NdeI, NheI, NotI, PacI, XbaI, XhoI*)**  **Example:**  **Restriction enzymes pair: BamHI, XhoI**  **Band size: 1534bp, 5324 bp** | | | | | | | | |  |
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| **3.** (Optional) Please attach a picture of restriction digest verification results confirming plasmid integrity if available. Please kindly attached it in JPG/JPEG/PDF. | | | | | | | | |  |

(If more than one construct is submitted, copy this table, and paste it below as needed)

For further information or questions, please email [**info@packgene.com**](mailto:info@packgene.com)or phone at 1-508-723-6415.