

DNA shipping instructions

Sample packaging: We request that you ship us your DNA in a well sealed 96-well plate, SKIRTED PLEASE for rigidity and convenience of bar-coding.

To avoid leaks and cross contamination of samples during shipment we strongly recommend:

- fully skirted, V-shape bottom 96 well PCR plates Twin-Tec from Eppendorf and
- Strips of 8 clear FLAT caps from Sarstedt ref 65.1998.002.

Seal well!

Package in a rigid box.

For all courier companies: make sure all our contact details are correctly and legibly written, including phone number.

Ship to:

Diversity Arrays Technology, bldg 3, lvl D, University of Canberra, Bruce, ACT 2617, Australia

You should carefully follow all the instructions on the web site about the paperwork.

<http://www.diversityarrays.com/submission-sample>

<http://www.diversityarrays.com/international-customers-guideline>

The Supplier's Declaration should be printed on your organisation **letterhead paper**, should quote the **Air Way Bill** number and should **be signed by the sender**.

It is absolutely essential that you describe your samples accurately on the Supplier's Declaration as:

"purified DNA from (plant species name), no import permit required under Condition C10555 of AQIS regulations"

It is also critical that you describe your samples accurately on the Air Way Bill, where space is more limited; please describe your samples as "purified DNA from (species), AQIS Condition C10555".

On these documents, do NOT use the words PLANT or PLANT SAMPLES without mentioning purified DNA.

Place all the paperwork in an envelope fixed to the OUTSIDE of the parcel, marked "Quarantine and Customs documentation".

Include a pro forma invoice, on your organisation's letterhead stating the value of each plate of 96 samples at 20 USD or Euros or AUD as you wish.

Please make sure Colleen Hopper's phone number 61261227314 is legibly written on the AWB.

Please email to us the name of the courier company (**including its Australian agent**) and the tracking number when you ship.

Please email to us samples@DiversityArrays.com the completed sample tracking file when you ship.