**CLIENT CONFORME**

This agreement is made between**Customer Name,** **Designation** of the Affiliation**,** hereinafter referred to as "*Client*" with Client ID Number and the Philippine Genome Center DNA Sequencing and Bioinformatics Facility (DSBF), hereinafter referred to as "*DSBF*," and covers all job orders under Project Number Project Number**.**

1. **Summary of the Deliverables of the Project**
2. The Client shall require DSBF to conduct the following services on the samples indicated in the **Sample Submission Form** for the duration of the Project:

[ ]  QubitTM Quantification

[ ]  Nucleic Acid Extraction

[ ]  Capillary Sequencing

[ ]  MultiNA (Microchip Electrophoresis)

[ ]  Fragment Analysis

[ ]  Extract2Seq

[ ]  16S Metagenomics with Library Preparation

[ ]  NGS Application:

[ ]  Equipment Use:

[ ]  Other Services:

1. The Client shall provide the following information and materials, hereinafter collectively called "*Samples*" and Service Fee (as detailed in the **Billing Statement**) for the Project under Project Number Project Number:
	1. **Client Information Sheet** (For new Clients)
	2. **Sample Submission Form** (For Projects that involve sending samples)
2. In return, DSBF shall provide the following deliverables within the duration of the Project:

[ ]  Service Report

[ ]  DNA/RNA Extracts

[ ]  Peak Data

[ ]  Sequence Data

1. **Duration of the Project**

The Project is in effect once DSBF has received the samples from the Client, and is ended upon release of the **Service Report** (*for capillary sequencing and other small projects*) or the Client’s signing of the **Acknowledgement of Project Completion** (*for Next Generation Sequencing Projects*).

1. **Compliance to Sample Submission Requirements**

The Client agrees to conform to the **Sample Submission Requirements** set by DSBF, who will, upon acceptance of the samples, perform quality check assays prior to any analysis. If the samples do not pass these quality checks, the client may opt to do the following:

1. Resubmit a new sample.
2. Sign and submit the **Waiver** so DSBF can proceed with the sample.
3. **Sample Retention**

For nucleic acid extraction, a back-up batch of the purified DNA or RNA will be kept one week after the project has ended, while submitted samples (blood, bacteria culture, etc.) will be discarded immediately. For nucleic acid quantification and capillary sequencing, samples will be discarded one week after the project has ended. Back-up sequence files will be kept for one month, during which the Client may have his or her data re-sent for whatever purpose. For NGS services, libraries will be kept for 6 months, and back-up files will be kept for up to 1 year only. The Client may request DSBF not to keep any back-up files or samples. In this case, DSBF will discard all samples and data upon completion of the project.

1. **Confidentiality**

DSBF agrees to keep all data strictly confidential, and will be accessible only to those involved in the project as agreed upon by DSBF and the Client.

1. **Ownership**

The client holds ownership of all the data and intellectual property rights pertaining to this Project Project Number. However, DSBF should be cited in any presentations and publications resulting from the service, e.g. “The samples were sequenced or processed by the Philippine Genome Center DNA Sequencing and Bioinformatics Facility.”

1. **Terms of Payment**

Payment should be received 30 days after Client’s receipt of the **Billing Statement**.

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| Client: |  | DSBF: |
|  |  |  |
| **Customer Name****Designation**Affiliation |  | **BENEDICT A. MARALIT, PH. D.** **Laboratory Manager**PGC-DSBF |