



## DNA SYNTHESIS FACILITY

The Center for Applied Genomics  
Hospital for Sick Children

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### How to order oligos by Excel

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1. Make 2 columns in your Excel sheet for oligo's **Name** and **Sequence**.  
Fill up one oligo order per row. Leave no space between rows.
2. Go to **File** → **Page Setup** → **Header/Footer** → **Custom Header**,  
Type in:  
**Date:**  
**User:**  
**Supervisor:**  
**Tel:**  
**Payment information:**  
**Bill to:** (name and address) and/or  
**P.O. #** or **Cost Center #** (for Sickkids users only), or  
**Credit Card information** if paying by credit card:  
Card Name: (Visa, MasterCard or AmericanExpress)  
Card Holder's Name:  
Card Number:  
Expiry Date:  
**Scale** of Synthesis: (40, 200 or 1000 nmole scale)  
Method of **Purification:** (Desalt or Cartridge)  
**Special instructions:** (if any)
3. Save your Excel file and e-mail it as attachment to:  
[oligo@sickkids.ca](mailto:oligo@sickkids.ca)
4. If you are ordering different scales at the same time, please save them  
in separate files.
5. For customers who prefer order forms, you can still fill up order forms  
and fax them to us at 416-813-8319. Order forms can be downloaded  
from TCAG website: <http://www.tcag.ca>
6. Contact us at 416-813-8472 if you have any questions or email your  
question to: [zhu@sickkids.ca](mailto:zhu@sickkids.ca)