

**Novatia Sample Submission Sheet**  
**\*\*\*MUST BE INCLUDED WITH ALL SAMPLE SHIPMENTS\*\*\***

**Single Sample Submission Sheet**

**Customer information:**

**Payment Information:**

<b>Contact Name</b>		<b>CC # or PO#</b>	
<b>Company Name</b>		<b>Billing address (incl. ZIP)</b>	
<b>Phone#</b>		<b>CC type</b>	
<b>FAX#</b>		<b>Exp. Date</b>	
<b>Email</b>		<b>Name On Card</b>	

\*Please contact us for a quote before submitting samples if you need an exact cost.

**Sample information:**

<b>Name / ID</b>		<b>MW (if known)</b>	
<b>Solid / Liquid</b>		<b>Mol. Formula</b>	
<b>Wt./ Vol./ Conc.</b>		<b>Rec. Diluent</b>	

**Requested analyses: (✓ check technique AND type)**

<b>Technique</b>	<b>Type</b>
<input type="checkbox"/> <b>FIA/MS: (flow injection)</b>	(Novatia standard report issued*) (multiple submission form below)
<b>Purpose of experiment (check all that apply)</b>	<input type="checkbox"/> MW Confirmation <input type="checkbox"/> High Resolution Accurate Mass <input type="checkbox"/> Proof Of Structure ( <b>please provide structure</b> )
<input type="checkbox"/> <b>LC/MS: (LC separation)</b>	(Novatia standard report issued*) (multiple submission form below)
<b>Purpose of experiment (check all that apply)</b>	<input type="checkbox"/> Impurity Profiling <input type="checkbox"/> Metabolite Profiling <input type="checkbox"/> HR / Accurate Mass <input type="checkbox"/> Purity Determination <input type="checkbox"/> Biomolecule Profiling
<b>Detailed Information:</b>	<b>UNLESS OTHERWISE REQUESTED</b> , your sample will be analyzed using Novatia's standard MS conditions (avail. upon request). If unique conditions are required, <b>please attach Detailed Information</b> , LC method, etc. <b>Addl. charges may apply</b>
<input type="checkbox"/> <b>NMR:</b>	(Novatia standard report issued*) (multiple submission form below)
<b>Quantity submitted:</b>	<input type="checkbox"/> Tube (mg quantity) <input type="checkbox"/> Trace (ug quantity)
<b>Analysis Request:</b>	<input type="checkbox"/> Spectra Only (PDF copies emailed, no report) <input type="checkbox"/> Proof of structure ( <b>please provide structure</b> )
<b>Recommended Solvent(s):</b>	<input type="checkbox"/> D <sub>2</sub> O <input type="checkbox"/> CD <sub>3</sub> OD <input type="checkbox"/> CDCl <sub>3</sub> <input type="checkbox"/> CD <sub>3</sub> CN <input type="checkbox"/> C <sub>6</sub> D <sub>6</sub> <input type="checkbox"/> d6 DMSO <input type="checkbox"/> other:
<b>Experiments:</b>	1D: <input type="checkbox"/> <sup>1</sup> H <input type="checkbox"/> <sup>13</sup> C <input type="checkbox"/> other: 2D: <input type="checkbox"/> COSY <input type="checkbox"/> TOCSY <input type="checkbox"/> HSQC <input type="checkbox"/> HMBC <input type="checkbox"/> other:

<b>Misc:</b>	
<b>Requested Completion Date*:</b>	____ / ____ (month / day)
<b>Return Samples:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Comments:</b>	
------------------	--

<b>Shipping Info:</b>	ATTN: Sample Submission
	11 Deer Park Drive, Suite 202, Monmouth Junction, NJ 08852, 732-274-9933

\* SEE "GENERAL INFORMATION" PAGE







**Novatia Sample Submission Sheet**  
**\*\*\*MUST BE INCLUDED WITH ALL SAMPLE SHIPMENTS\*\*\***

### General Information:

Our sample turn around time is typically 5 working days or less. We will make every effort to accommodate urgent requests **upon advance notification prior to sample receipt**. We seek to provide relevant data, therefore, sample details are critical. We are happy to discuss your specific requirements prior to analysis. Nondisclosure agreements for proprietary information can be executed, if necessary. Please note that custom reporting requirements will incur additional charges.

### MS Information:

**FIA/MS samples:** We prefer solid material of a known weight. Unless otherwise specified, we will use H<sub>2</sub>O/ACN/NH<sub>4</sub> Acetate as the diluent. Standard report includes spectra and brief confirmatory info

**For LC/MS samples:** Unless otherwise specified, we will use our standard LC/MS conditions. If the replication of your chromatography is critical, however, please provide the requested details of your method. Standard report includes

**Notes:**

1 Please ship the column with the sample or speak with us first.

2 Volatile buffers (e.g., TFA, acetate, formate) are encouraged. Nonvolatile (e.g., phosphate, borate, citrate) buffers are strongly discouraged. Please ship unusual modifiers with the sample or speak with us first.

3 For proof of structure work, please be sure to provide the structure.

**Standard Report:** For FIA/MS, automated report includes a PDF file with spectrum and observed MW; For LC/MS, automated report includes a PDF file with chromatograms, spectra, and observed MW for each component. **Custom reporting requirements will incur additional charges.**

### NMR Information:

**Tube (mg quantity) NMR analyses:** A minimum of 10 mg (2 mg for 1D proton data) must be submitted to obtain the standard NMR analysis rate. A variety of experiments (1D, COSY, TOCSY, HSQC, HMBC, etc.) and detection of a variety of nuclei (<sup>1</sup>H, <sup>13</sup>C, <sup>31</sup>P, <sup>29</sup>Si, <sup>19</sup>F, etc.) are offered.

**Trace (μg quantity) NMR analyses:** The most common trace NMR analyses are one dimensional proton (1D <sup>1</sup>H) and two dimensional proton (COSY, TOCSY) and proton carbon (HSQC, HMBC). Other experiments are available upon request. Please note that Trace NMR analysis requires samples submitted in micro vials (either dry or in less than 15μL of solvent). The following are good "ballpark" estimates of the sample requirements:

<b>Experiment</b>	<b>Quantity required</b>
1D 1H	>2μg
COSY, TOCSY	>20μg
HSQC, HMBC	>75μg

**Standard Report:** Unless otherwise requested ('Spectra Only' on submission page), the standard report includes a PDF file with summary, experimental, figures, results, and discussion sections. **Custom reporting requirements will incur additional charges.**

**Misc:** Please note that our SepNMR sample preparation services can be utilized to obtain pure trace components from mixtures; please contact us for more information.