

FWCC - Biorepository Olympus Slide VS200 Scanning Service Request Form

PATHOLOGY DEPARTMENT

Fill out all the available information below and return form with submission of slides. Please make sure slides are clearly labeled with unique identifiers. External hard drive or USB Flash Drive **MUST** be submitted with slides. We will call you when scanning is complete. If you have any questions, please call 318-675-4279 or 318-675-7628.

Scanner Slide Preparation

- The slides must be dry and clean
- Permount or mounting media should not be oozing out of the slide
- Cracked slides can not be scanned
- Slides must have coverslips for the best results
- There should not be any paper labels or coverslips hanging over the edges of the slide
- Slides should be submitted in a slide box or slide holder
- Be sure to have Laboratory Name and Contact Person on the slide box or slide holder
- Please pick up your scanned slides after notification of completion

Request Information

Principal Investigator:	
PI email address:	
PI phone number:	
Contact Person:	
Contact email address:	
Contact phone number:	

Billing Information

Department:	
Department Business Manager:	
Business Manager Phone Number:	
Debit Account:	

Specimen Submission Status

Submission Date:	
Complete By <i>(Date)</i> :	
Total Number of Slides Submitted:	
Specimen Type	
Select Microscopy	Brightfield _____ Fluorescence _____

Fluorescence Settings

Observation Method <i>(Channel to Focus on)</i>	Dapi	EGFP	Mch/Tr	CY5
Fluor Filters or Channels <i>(excitation/emission)</i>	Dapi 346/442	EGFP 488/509	Mch/Tr 587/610	CY5 650/665
Exposure <i>(FWCC - Biorepository Only)</i>				

Fees and Calculated Invoice Price	
SERVICE	Pathology Department
Whole Slide Scanning drop off service <i>(Brightfield)</i>	\$4 per slide
Whole Slide Scanning drop off service <i>(Fluorescent)</i>	\$6 per slide
<i>(FWCC - Biorepository Only)</i>	
Number of Brightfield Slides Scanned	
Number of Fluorescent Slides Scanned	
Total Invoiced	
Invoice Number & Date	