



Templates Order Form

Please complete this order form in its entirety, print, and fax to: 513-233-2243.

Name of Organization: _____

Mail to Attn: _____

Address: _____

Phone: _____

Fax: _____

E-mail address: _____

Standard Operating Procedures

- Creation of SOPs
- Completion and Maintenance of Case Report Forms
- Maintenance of Regulatory Documents
- Study Set Up
- Conducting the Informed Consent Process
- Drug Accountability
- Creation and Maintenance of Source Documents
- Maintenance of Temperature Logs
- Collection of Blood Samples
- Preparing for Monitoring Visits

- _____ Complete set(s) @ \$485.00 per set = \$ _____ total
- _____ SOP(s) indicated @ \$55.00 per template = \$ _____ total

Forms

Contact Logs

- Telephone Contact Record

Recruitment Tools

- Office Posting
- Patient Room Posting

- Potential Studies Tracking
- Study Tracking

Regulatory Tools

- IND Safety Report Tracking
- Memo to File Clinical Investigator Brochure Storage
- Memo to File Financial Documents
- Memo to File ICF Process
- Regulatory Document Tracking Tool
- Regulatory Document Fax Request
- Regulatory Document Shipment Tracking
- Screening Log
- Site Signature and Delegation of Duties Log
- Telephone Contact Record
- Subject Identification Log
- Q & A Log Template

Source Document Templates

- Adverse Event Tracking
- Concomitant Medication Tracking
- Drug Accountability Form
- Enrollment Log
- Fast Facts Form
- General Progress Note
- Subject dispensing Record
- Physical Exam
- Investigator Post Study Sign Off
- Protocol Violation Tracking
- Patient Registration
- Study Participation Tracking
- Study Worksheet Template
- Temperature Log
- Vital Signs Tracking Form

Staff and Site Management

- ResearchTime Tracking
- Blood Draw Sign Off Sheet
- Confidentiality Agreement
- CRC Job Description
- Employee Information
- Employee Training Log
- Investigator Information Sheet
- Issue Resolution Log
- Shipment Log
- Training Sign-In Log
- SOP Training Log

- _____ Complete set(s) @ \$485.00 per set = \$ _____ total
- _____ Form(s) indicated @ \$12.50 per form = \$ _____ total

Place Order

Total cost of order: \$ _____

Accepted methods of payment:

- Check
- Credit card*
 - Visa MasterCard Discover

Card number: _____

Expiration date: _____

*A 4% service charge is assessed on all credit card orders