# COVER SHEET AND RETURN RECEIPT

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| **To** ACCORD | **Email** [safety@accord.scot](mailto:safety@accord.scot)  **Fax** +44 (0)131 242 9447 |
| From | **Date** |
| **Re: Urgent: SAE/ SAR /SUSAR report** | **No. of Pages (incl. this one):**\_\_\_\_ |
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**For completion by research site:**

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| **Trial name:** |  |
| **Trial reference number:**  **(REC number or sponsor number)** |  |
| **PI name:** |  |
| **Site name:** |  |
| **Centre number:** |  |
| **Sender (PRINT NAME):** |  |
| **Sender telephone no:** |  |
| **Sender email & fax no:** |  |
| **Signed:** |  |

**If there are any issues please email** [**safety@accord.scot**](mailto:safety@accord.scot) **or for alternative contact details see www.accord.scot**

**Receipt will be acknowledged via email or by return fax of completed section below as proof of receipt by the ACCORD office. Please retain this for your records.**

**-------------------------------RECEIPT FOR ACCORD COMPLETION---------------------------**

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| **Received by PRINT NAME** |  |
| **Signature and Date** |  |