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| **Site Name:** |  |
| **Chief Investigator Name:** |  |
| **File Note Number:**(To be recorded on the File Note Log) |  |
| **Subject: (**Enter details) |
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| **Location(s) of the file note: [[1]](#footnote-1)** |  |
| **Signature:** |  |
| **Name (please print):**  |  |
| **Position:**  |  |
| **Date:**  |  |

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| **File note approved by CI / Trial Manager:** |
| **Signature:** |  |
| **Name (please print):**  |  |
| **Position:**  |  |
| **Date:**  |  |

1. *Section number in TMF / ISF / any other folders* [↑](#footnote-ref-1)