

**Note-to-File**

*Memo To:* Investigator Site File (ISF)

*Date:*

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*From:* Memo - Location of Investigation Product (IP) Documents

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*Study:*

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*Subject:* Location of Investigation Product (IP) Documents at Surgical Center

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*Copies:* None

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The following IP documents will be maintained in the:

pharmacy OR  Location: \_\_\_\_\_

as indicated (*please check all that apply*):

IP Shipment Invoices

IP Return Shipment Logs

IP Dispensing Log

At study close-out, these documents will be (*check all that apply*)

The items will be reconciled and returned to the ISF binder.

The items will continue to be maintained at <add alternate storage location>.

Other (*please indicate*): \_\_\_\_\_

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Study Staff Signature

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Date Signed