Emails to be sent to the Imperial Clinical Data Systems (CDS) Team: cds\_support@imperial.ac.uk

**EMAIL SUBJECT:**

**SepTiC, Site Name [Site Number], IMP Kit Re-stock needed – High Importance**

Dear CDS team,

We require more IMP kits to be **activated** for our site on Sealed Envelope for the SepTiC trial. Please activate **2 kits** allocated for our site.

Please send me an email when the remaining kits have been activated on Sealed Envelope.

Kind Regards,

***[insert name and signature of requester]***