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|  | **Title:** Batch Cover Sheet (BCS) |
| **Study title:** *Give study title to which this applies* |
| **Batch number:** | **Date:** |

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| **Batch Contents:**  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Activity** | **Start Date and Time** | **End Date and Time** | **Operator**(Name and signature) | **Attachments?** | **Notes** |
| Data Entry 1 |  |  |  |  |  |
| Data Entry 2 |  |  |  |  |  |
| Verification |  |  |  |  | (Record number of errors found in each entry in the rows above) |
| Data Correction |  |  |  |  |  |
| Verification 2 |  |  |  |  |  |
| Filing |  |  |  |  |  |

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| **Notes:** |