

To whom it may concern

Aintree Hospitals NHS Foundation Trust is in the process of establishing a web hosted electronic User / Operator Manual Library with the assistance of BioClinical Services. We would like your permission in terms of all the copy rights associated with User Manuals, Quick Start Cards, Accessories Lists and Error Code Lists to allow ourselves and BioClinical Services to load information on devices purchased by our hospital onto this server.

This information will be password protected and access will only be allowed to Clinical Equipment Users within our hospital. No pricing information, confidential information not otherwise supplied when purchasing equipment and handed out during in-service training will be loaded onto this server.

This library will allow us to standardize our Operators Manuals policy throughout the hospital and will be used to promote self-education and technical competence within the organisation. It will also ensure this information is available for the full duration of the devices functional life.

Could you please assist the company contracted to setup and maintain our Library, BioClinical Services, by supplying them with User / Operators Manual PDF copies of devices we have purchased from your company (or distributor).

Regards.

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