



14th September 2010

To whom it may concern

Our hospital is in the process of establishing a web hosted electronic User / Operators 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 by 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 standardise our Operators Manual policy throughout the hospital and 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 BioClinical Services, to setup and maintain our Library, by supplying them with User / Operators Manual PDF copies of devices we have purchased from your company (or distributor).

Regards

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