IMPERIALGRAPHICS
STUDY MATERIALS | FULFILLMENT | LOGISTICS
an Imperial Company

ARCHIVE MANAGEMENT

UPGRADE YOUR STUDY CLOSEOUT PROCESS WITH OUR ARCHIVE MANAGEMENT SERVICES

Ease compliance concerns, shorten project timelines, and avoid administrative headaches with our cloud-based system. We simplify electronic site archiving so your team members can engage in a standard and compliant manner with ease.

SIMPLIFIED PROCESS

Archiving has never been this easy! Your team will enjoy an intuitive interface that encourages quality from start to finish and avoids costly mistakes. Our Global Web Management Portal will help shed weeks off the study closeout process by eliminating redundancies and encouraging efficiencies, allowing your team members to:

- Generate electronic Trial Master Files (eTMFs) and electronic Investigator Site Files (eISFs) right from your data
- Distribute records directly to sites
- Verify that sites receive the intended records
- Request an interim release in anticipation of an audit
- Verify file consistency and accuracy throughout the process

CLOUD-BASED, GLOBAL ACCESS

Minimize the impact of communication barriers and time zone differences with our Global Web Management Portal. Our system provides 24-hour access to records without complicated and expensive VPN networks, hardware or software.

SECURE DATA

Secure your electronic archives by encrypting or password-protecting your files. Our system has been documented, tested and computer-validated to perform as advertised. Your archives will remain safe and readily accessible for over 100 years.

PROJECT MANAGEMENT

Close sites quicker with our specialized project management support. We provide electronic documentation and systematic communication with sites to expedite your administrative process and free up personnel for more study-critical activities.

For more information, contact: Imperial Graphics at materials@impgraphics.com

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EASE YOUR COMPLIANCE CONCERNS!

Being able to easily manage the site archive process and the TMF protects your company from significant content and regulatory risk. With our solution, your team will be prepared for an audit at all times. You'll have confidence that your team will satisfy the following rigorous industry standards set forth in the Code of Federal Regulations Title 21:

- Provide an investigator with reasonable and useful access to acceptable copies of records during an inspection.
- Generate accurate and complete copies of records in readable and electronic form suitable for inspection, review and copying by the Agency.
- Maintain data and record integrity by protecting electronic records in such a way as to enable their accurate and ready retrieval throughout the record retention period.

Imperial Graphics is a proven leader in the development, production and delivery of site and study materials. Across the world, clinical teams rely on the experience and quality that Imperial provides to keep studies on target and on time.

40+ years in life sciences.
4,000 active protocols under management.
50,000+ global shipments to sites annually with **98% on-time delivery.**

PART OF THE FAMILY

Imperial Graphics is proud to be a part of the Imperial Family of Companies—a clinical research support organization also comprising DAC Patient Recruitment Services and ClinicaLingua Translation Services. Together, these three vertically integrated brands focus on patient recruitment, translation services and site material production and fulfillment. Imperial Graphics is poised to provide efficiencies and savings not found with other production houses. Working in synergy with our sister companies, we offer start-to-finish clinical trial solutions with the power of three companies through the convenience of one contact and one contract.

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