



April 1, 2010

Dear IRC Client:

We are pleased to announce the merger of **Independent Review Consulting (IRC)** and the **Ethical Review Committee (ERC)**.

The study administration and the IRB review services by the IRC board remains *unchanged* with this merger. It is our expectation that the quality and personal service that has been an integral part of both of these organizations will be enhanced as a result of this partnership.

Effective April 1, 2010 all billing for review services will be managed by **Ethical and Independent Review Services, LLC (E&I)**.

All business management and billing related inquiries should be directed to my attention at the E&I Midwest office location:

- Address: 14400 E. 42nd Street, Suite 240; Independence, MO 64055
- E-mail: nancyb@eandireview.com
- Business office phone number: (816) 421-0008 Fax number: (816) 356-2227
- E&I will manage all invoicing and business agreements.
- Invoicing will be delivered via e-mail, unless paper is requested.
- Payments may be made directly to our ACH secured lock box via electronic fund transfer [EFT], if desired.

If you are a current *IRC* client, please help us update our records by contacting our business office with your project approval number, and your primary billing contact name, telephone number, and email.

I look forward to working with you, and please feel free to contact me if you have any additional questions, or just to introduce yourself!

Regards,

Nancy Burke, MSM
Financial Officer
E&I Review Services, LLC



E&I Business Office / Midwest Board
14400 East 42nd Street, Suite 240
Independence, MO 64055
Phone (816) 421-0008
Fax (816) 356-2227



E&I West Coast Board
PO Box 170 (415) 485-0717
San Anselmo, CA 94979
Phone: (415) 485-0717
Fax (415) 485-0328

