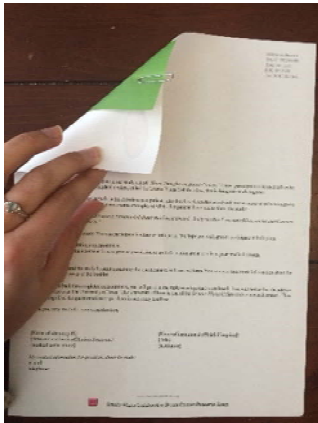


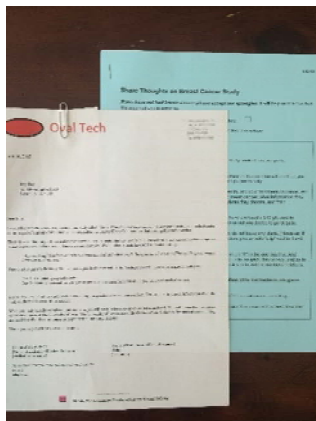
GPC Breast Cancer Steps for Mailing

Training video at <https://www.youtube.com/watch?v=6oEA0sOI2qE>

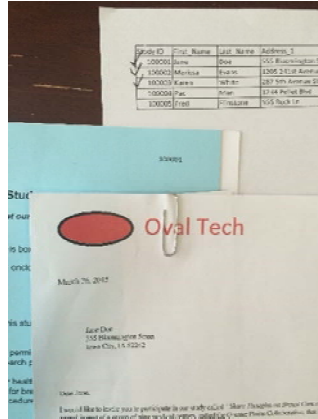
1. Print out site-specific cover letter
2. Gather all materials
 - a. Outgoing envelope
 - b. Compensation (gift card or cash)
 - c. Cover letter
 - d. Participant document (listing participant names & corresponding Study ID's)
 - e. Survey booklet (with extra copy of informed consent located in the back)
 - f. Return envelope
 - g. Envelope sealer
3. Attach compensation to back of cover letter



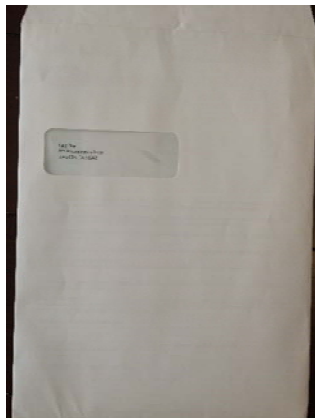
4. Place cover letter on top of corresponding survey booklet



5. Verify that participant's Study ID correctly matches the name on the cover letter using the participant document



6. Place the cover letter and survey booklet on top of the return envelope
7. Place the items into the outgoing envelope
(be sure address is visible through envelope window)



8. Quality check a sample (recommended 1 of every 10) of the prepared envelopes to verify the following:
 - a. All items are included
 - b. Study ID and name are correctly matched
9. Seal envelope
10. Send

Please call Nick Rudzianski at 319-335-9783 if you have any questions or concerns.