

✓ Ideal submission

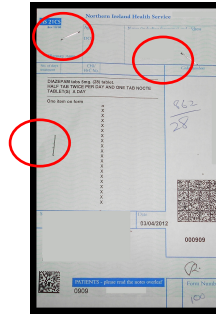


- ✓ Script is **flat, unfolded** and **unlined** with **smooth, straight, flat edges** (trim if necessary).
- ✓ No **staples, sellotape, sticky labels, sticky residue**, dirt, dust or powder on script.
- ✓ Fully **detach patient information** slip along perforated edge.
- ✓ Endorse script **11 digit number** on invoice (no need to submit with script).
- ✓ **Submit ripped scripts separately**, securing pieces together with paper clips – do not try to repair or reattach.
- ✓ Always sort into **bundles** (as per the **HS30**) but do not bundle tightly together.
- ✓ Scripts should be bundled in batches of approximately **300**.

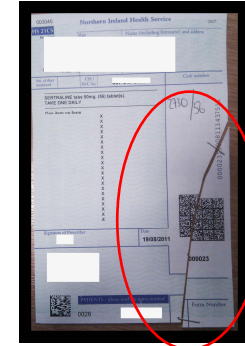


✗ Poor quality submissions may affect payment

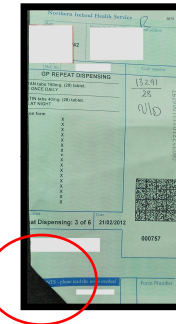
✗ **Staples, Sellotape or Sticky Labels attached**



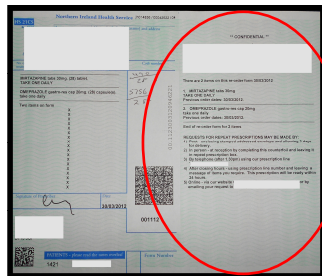
✗ **Torn/Repaired Scripts**



✗ **Folded Edges & Bent or Crumpled Scripts**



✗ **Patient Information still Attached or Partially Attached**



For more information on how to avoid and resolve problems with scripts, please see **Guidelines for Submitting Prescription Forms to BSO** <http://www.hscbusiness.hscni.net/services/2273.htm>