



03/2014

International Practitioner Registration Packet

Dear International Healthcare Practitioner,

College Pharmacy is one of the few compounding pharmacies able to work directly with healthcare practitioners and patients throughout the world. From Egypt to Ireland, and Brazil to New Zealand, we are honored to offer services that know no global boundaries.

Working directly with International healthcare practitioners for over a decade has allowed us to gain valuable experience in the compounding and delivery of sensitive formulations.

Our pharmacists, customer service representatives, and shipping specialists are experienced in the nuances of international shipping practices and help customers navigate changing international practices and procedures.

Before we can begin filling prescriptions there are a few things we need:

1. Copy of your medical license: translated into English if it is not already.
2. Patient specific prescriptions require a date of birth, patient allergies, and specific directions for use. All prescriptions must be signed. Electronic signatures are accepted.
3. "Office Use" orders require the signature of the practitioner. Electronic signatures are accepted.
4. Billing information: see attached form for details.
5. Copy of our international shipping disclaimer and acknowledgement of our return policy signed and returned to College Pharmacy: see attached for details.
6. Please visit the following website for any special rules and requirements of the destination country: <http://www.fedex.com/us/international/irc/profiles/?link=2>

Please let us know if you have any questions about setting up your account with College Pharmacy. We will be happy to assist you.

Sincerely,

The College Pharmacy Staff



03/2014

Page 1 of 2 that needs to be completed, signed, and returned.

International Practitioner Ordering & Payment Agreement

Billing Information: Must Be Completed Prior To Filling A Prescription Order. Please Print Information Clearly.

Fax To: (719) 262-0035 or Email To: info@collegepharmacy.com

HEALTHCARE PRACTITIONER INFORMATION:

Registration Date: _____

Practitioner First Name: _____ Last Name: _____

Professional Designation / Title: _____ Medical License #: _____

Street Address: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

Email (REQUIRED): _____

Telephone: _____ Fax: _____

CREDIT CARD & PAYMENT POLICY: Please select a billing option.

Unless you choose "Wire Transfer" as your payment option, College Pharmacy requires an active credit card on file to process orders. Your order could be delayed if we have problems processing payment or contacting you for payment clarifications. **You are responsible for notifying College Pharmacy of a change in credit card information AND completing a new "Ordering & Payment Agreement" when changing your credit card on file.**

- Credit Card: a photocopy (front and back) of the credit card, and a photocopy of the cardholder's ID are required for processing. Any credit card declines could delay your order.
- Wire Transfer: \$40 wire transfer fee will be assessed and a 10% - 20% international security deposit is required to be on file.

Name On Credit Card: _____

Credit Card Number: _____

Expiration Date: _____ Security Code Number: _____

Mailing Address of Card Holder: Same As Above Mailing Address

Street Address: _____

City: _____ State/Province: _____

Country: _____ Zip/Postal Code: _____

Office Staff Authorized To Place Orders & Charge To Credit Card On File. (PLEASE PRINT CLEARLY):

Print Full Name

Signature

Date



03/2014

Page 2 of 2 that needs to be completed, signed, and returned.

International Practitioner Ordering & Payment Agreement

International Shipping Disclaimer: Due to international shipping regulations, I understand that any package sent by College Pharmacy to anywhere outside the United States might not pass through or be delayed by customs in the country to which it is being shipped. Knowing the risk, I wish to place an order with College Pharmacy, and agree to pay for my order, regardless of whether or not I receive the package. If I do not receive my order, I have the right to request proof of non-delivery, including any paperwork that accompanied the return of the order. If I would like another order re-shipped, I may request it at my own expense and risk. In addition, certain medications do not ship well overseas. College Pharmacy reserves the right to decline to send an order of a certain medication if we foresee problems with its transportation to the desired destination.

Ordering & Payment Policy: When you fill a prescription with College Pharmacy, you are both ordering and purchasing a preparation and service that requires payment in full. If you are ordering a compounded formula, your prescription is being compounded for you by a team of specially trained compounding technicians and pharmacists with specialized equipment, and is being processed by a specially trained staff of customer service operators. Services may also include commercial products that we have specially stocked to fill your order. Unless you choose "Wire Transfer" as your payment option, College Pharmacy requires an active credit card on file to process orders. Your order could be delayed if we have problems processing payment or contacting you for payment clarifications. You are responsible for notifying College Pharmacy of a change in credit card information AND completing a new "Ordering & Payment Agreement" when changing your credit card on file.

Credit Card Decline & Chargeback Policy: Unfortunately, there has been an increase in credit card declines and credit card chargebacks in recent months. These are costly and time-consuming issues for us to resolve. If you have a question about a charge from College Pharmacy, we encourage you to contact us directly to research the issue. College Pharmacy reserves the right to refuse credit card payment from credit card decline and chargeback accounts on all future orders. Credit card decline and chargeback accounts will be required to pay in full via cash, check, or wire transfer.

Return Policy: We regret that we cannot accept returns on any custom compounds, commercial prescription products, or over-the-counter nutritional supplements. State regulations prohibit the return and resale of such items. We encourage chemically sensitive patients to discuss any problems with their healthcare practitioners and thoroughly inquire about ingredients before filling a prescription with College Pharmacy. You also may request smaller quantities of new prescriptions until you are sure the medication can be tolerated. If there are any concerns, please call the Customer Service Department at (719) 262-0022 or (800) 888-9358 within 24 hours of receiving your order.

Acknowledgement of Policies: *Initial each line.*

- I understand that any package sent by College Pharmacy to anywhere outside the United States might not pass through or be delayed by customs in the country to which it is being shipped. **(initial):** _____
- I understand the International Shipping Disclaimer and agree to pay for my order, regardless of whether or not I receive the package. **(initial):** _____
- I have read, understand, and agree to College Pharmacy's Credit Card & Payment Policy. I understand that I am responsible for the payment of my order through College Pharmacy. **(initial):** _____
- I authorize College Pharmacy to process payments on the credit card provided on page #1. **(initial):** _____
- I understand my order could be delayed if College Pharmacy is not able to process payment. **(initial):** _____
- I understand my order could be delayed if College Pharmacy has problems contacting me for payment clarifications / credit card decline. **(initial):** _____
- I have read and understand College Pharmacy's shipping services and fees. I understand that additional charges, based on weight, will be added to the standard rate that I select for my order. **(initial):** _____
- I have read, understand, and agree to College Pharmacy's Credit Card Decline & Chargeback Policy. I understand that College Pharmacy reserves the right to refuse future credit card payment options on credit card decline and chargeback accounts. **(initial):** _____
- I understand that College Pharmacy does not accept returns of custom compounded prescriptions, commercial prescription products, or over-the-counter nutritional supplements. **(initial):** _____

Print Full Name

Signature

Date

3505 Austin Bluffs Pkwy., Ste. 101
Colorado Springs, Colorado 80918

www.collegepharmacy.com

Tel: 800-888-9358 / 719-262-0022
Fax: 800-556-5893 / 719-262-0035

info@collegepharmacy.com



03/2014

International Shipping Label Example

International Shipping Label Example

**Must Be Completed Prior To Filling A Prescription Order.
Failure To Respond Within 24 Hours Will Delay Your Order. Please Print Information Clearly.**

Fax To: (719) 262-0035 or Email To: info@collegepharmacy.com

Please PRINT the complete shipping address EXACTLY as it should appear on the package.

Shipping Label Example

Company (if applicable): _____

Recipients First Name: _____

Last Name: _____

Street Address: _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____

Email (REQUIRED): _____

Telephone (REQUIRED): _____

Fax: _____

Special Instructions: _____



03/2014

Wire Transfer Information

Vectra Bank Colorado
7390 N. Academy Blvd
Colorado Springs CO 80920

Routing/ABA#: 102003154

Account#: 4502102611

Account Name: College Pharmacy

Please note that for orders that are paid by wire transfer there is an additional \$40 fee.

When funds are sent, please email nadine@collegepharmacy.com the prescriber's name, the name of the person who transferred the funds (whose name will we see that the transfer came from), the amount transferred, and the name of the employee you are working with here at College Pharmacy.

Please let us know if you have any questions about setting up a Wire Transfer to College Pharmacy, we will be happy to assist you.

Sincerely,

The College Pharmacy Staff