



VVFC ORDER CENTER



HOW TO FILL OUT A VVFC ORDER FORM

<http://www.vdh.virginia.gov/Epidemiology/Immunization/VFC/vfcForms.htm>

Step one: Fill in the top of the form.

Every time you order VVFC vaccine, please complete the following information about your practice.

Contact Name

Facility Name

Shipping Address (Not a PO Box)

Email Address

Practice Identification Number (PIN)

Date

Phone and Fax Number

Delivery Instructions

Step two: Fill in the bottom of the form.

Survey your stock and estimate a three-month supply, unless otherwise authorized. The distributor **CANNOT** accommodate rush orders, so keep track of stock use. In the **Total Doses** column, write the number of **doses, not vials**, of each vaccine you will use in the next three months. Vaccine is only available in the Unit Shipping Size or multiples of the Unit Shipping Size. Be sure to order 2-3 weeks before you will run out of vaccine.

NOTE: Manufacturers are based on government contracts, which can change every three months. While every effort will be made to honor your preferences, substitutions may need to be made. Also, doses ordered may be adjusted to meet these specifications.

SUBMITTING A VVFC VACCINE ORDER



Vaccine Orders by Phone:

1-877-781-VVFC (8832)



Vaccine Orders by Fax:

804-864-8090 or 8089



Vaccine Orders by Email:

Vaccine orders can be emailed to
vvfc@vdh.virginia.gov

Be sure to include the vaccine, brand, package size, and number of doses. Don't forget to note your contact person, phone number, and PIN.



Vaccine Orders by Mail:

Vaccine order forms may also be mailed to:
Division of Immunization-VVFC
109 Governor Street, Room 314 West
Richmond, VA 23218

THE VVFC ORDER CENTER IS OPEN FROM
8:30 A.M.-4:00 P.M. MONDAY THROUGH FRIDAY.

PLEASE ALLOW 2-3 WEEKS FOR DELIVERY. DIRECT SHIP ORDERS COME DIRECTLY FROM MERCK AND HAVE A SLIGHTLY LONGER DELIVERY TIME.