

Dear Customer,

This notification is to provide you with essential information required to request a Pfizer direct account.

You do **not** need to place an order to open a new direct account. However, this process should only be used by customers who **plan to place direct orders** once the account is active.

Please have the following information ready prior to contacting Pfizer Customer Service at 1-800-666-7248, Option 2, Monday through Friday, 8:00 a.m. – 7:00 p.m. ET:

- Ship-to address and contact details
- Financially responsible party's name, address, and contact information
- Billing address and accounts payable contact information
- Hours of operations
- Purchasing contact name, e-mail address, and phone number
- Pharmacy state license number and expiration date

If you need to open **more than five (5) new direct accounts**, please contact Pfizer Customer Service to request a **multi-location new account form**. Once completed, email the form to USCUSTS@pfizer.com.

We look forward to your partnership with Pfizer.