


 **WEB:** ParagardDirect.com  
 **PHONE:** 1-877-PARAGARD  
 **FAX:** 1-800-299-8332  
 **EMAIL:** customercare@paragarddirect.com

## Letter of Affiliation (LOA)

The purpose of the Letter of Affiliation (LOA) is to establish the affiliation between the physician and entity or entities listed below. By completing this form, the physician will be responsible in all respects for the receipt and accountability of pharmaceutical products shipped to the entity listed on the form. The LOA is required for all new account set-ups and when updating a physician's license on an existing account.

**New accounts:** Sign and return completed form along with supporting documents and Business Application by email to [accounts@paragarddirect.com](mailto:accounts@paragarddirect.com) or by fax to 1-469-365-8168.

**Existing accounts:** Sign and return completed form along with a copy of updated license by email to [customercare@paragarddirect.com](mailto:customercare@paragarddirect.com) or by fax to 1-800-299-8332.

### Physician License Information

Name: \_\_\_\_\_  
 License Number: \_\_\_\_\_

### Entity Name and Address

Name of Entity: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Optional—Shipping Addresses

#### Ship-to-Entity Name and Address

Name of Ship-to Entity: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### Ship-to-Entity Name and Address (Optional)

Name of Bill-to Entity: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**IMPORTANT: You MUST submit a copy of a valid license reflecting the license holder's name to Paragard Direct™**

#### To Integrated Commercialization Solutions, LLC d/b/a Paragard Direct and its Affiliates:

The undersigned physician certifies that he/she (a) is affiliated with the entity and location identified above and any additional shipping locations listed above, (b) will be responsible in all respects for the receipt, recordkeeping, storage, handling and accountability of pharmaceutical products shipped to the entity at such location(s), and (c) will immediately notify you if either of the foregoing statements is no longer true.

This certification and authorization do not apply to shipment of controlled substances.

### PHYSICIAN SIGNATURE REQUIRED

Physician Signature (must match name on license): \_\_\_\_\_

Physician (Print Name): \_\_\_\_\_

Date: \_\_\_\_\_