



# How to

## Do Business in United States of America

### Contact Information:

#### U.S. Office:

4Life Research USA  
9850 South 300 West  
Sandy, UT 84070  
USA

#### Distributor Support

Mon-Fri: 6:00 AM – 8:00 PM (MST)  
Toll Free Phone: 800-454-3374  
Toll Free Fax: 800-851-7662

### How do I enroll?

1. Enroll through the 4Life website
  - a) Log on to <http://www.4life.com>
2. Enroll by Mail/Fax or Email
  - a) Fill out your distributor application form
  - b) Send the application to:  
4Life Research USA  
9850 South 300 West  
Sandy, UT 84070
  - c) Or fax the application to: 800-851-7662
  - d) Or email the application to [distributorservices@4life.com](mailto:distributorservices@4life.com)

Original Distributor Application must be mailed, faxed or emailed to the 4life USA office within 30 days of enrollment.

If an application is not received during this time period, the distributorship shall automatically be converted to a Customer status and will not be eligible for bonuses or commissions.

### How do I place an order?

1. Place your order at 4Life website
  - a) Log onto <http://www.4life.com>
2. Place your order via fax or email.
  - a) To fax your order you can simply fax your completed order form to:  
800-851-7662
  - b) Email your completed order form to [distributorservices@4life.com](mailto:distributorservices@4life.com)

Order payments can be made with credit card [V, MC, and AX]. Any fax order payments by credit card need to have a copy of the front and back of the card attached for verification.

## Is an AutoShip required?

An AutoShip is required to allow distributors to stay active and to generate possible commissions.

### **Shipping information:**

**Shipping Method:** UPS/Postal Basic

**Shipping & Handling Charge: U.S.** (Excluding Puerto Rico)

Product orders under \$300.00 will equal 6.5% of the wholesale total (\$6.50 minimum charge)

Product orders between \$300.00 and \$1,999.99 will be equal to 3.5% of the wholesale total.

Product orders \$2,000.00 and over will be equal to 2.0% of the wholesale total.

A liquid surcharge will be added for all liquid, cream, lotion and gel products.

Shipping is taxable in some states.

Express shipping is available for an additional charge.

Call 4Life Distributor Services for more information.

**Delivery Time:** Packages shipped within the country are delivered within 3-7 business days.

**Order Limit:** None

**Drop Ship:** Available to most cities within the United States.