



**COVID-19 Vaccine Order Form**

**Order Instructions**

1. Your primary care office must be pre-approved and COVax trained.
2. Review current inventory and count number of doses in stock.
3. Order **only** what your facility can store safely in your vaccine fridge.
4. Pfizer-BioNTech Vaccine comes in a 6 dose vial and will need to be diluted – diluent will be provided.
5. Fax this completed form to **519-823-4903**. Include refrigerator temperature logs from the period of time since your last vaccine order.
6. If you have questions about your COVID-19 vaccine order, or allocation, please contact your Vaccine and Medication Administrator:  
     Guelph area: 519-822-2715 ext: 4170  
     Wellington and Dufferin area: 519-822-2715 ext: 2622
7. All vaccines administered must be entered into COVax. Contact Madison Fach for COVax support: 1-800-265-7293, ext. 4511.

| <b>Order Information</b>      |       |
|-------------------------------|-------|
| Healthcare Provider/Facility: |       |
| Address:                      |       |
| Ordered By:                   | Date: |
| Phone Number:                 | Fax:  |

| <b>Vaccine</b>                 | <b>Doses in Stock</b> | <b>Doses Requested</b> |
|--------------------------------|-----------------------|------------------------|
| <b>Pfizer-BioNTech Vaccine</b> |                       |                        |

**Moderna and Pfizer Vaccine Cheat Sheet:**

[https://www.wdgpUBLICHEALTH.ca/sites/default/files/covid\\_vaccine\\_cheatsheet.pdf](https://www.wdgpUBLICHEALTH.ca/sites/default/files/covid_vaccine_cheatsheet.pdf)

**Delivery Instructions**

1. Supplies will be delivered with COVID-19 vaccine to your office.
2. Place vaccine immediately in vaccine fridge.
3. Empty supplies totes at time of the delivery and return these to the delivery driver.

**WDGPH Vaccine and Medication Administrator COVID-19 Order Notes:**

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