



# HOW TO DO BUSINESS IN THE PHILIPPINES

## Philippines Contact Information: General Manager: Eileen Tan-Dario

### **Manila Office:**

8/F San Miguel Properties Centre, No. 7 St. Francis Ave.,  
Mandaluyong City, Metro Manila, Philippines 1554

### **Davao Business Center:**

Doors 1 & 2, Ground Floor, Ebro Pelayo Building,  
E. Jacinto St., Davao City, Philippines 8000

### **Baguio Business Center:**

Unit 3-F 3rd Floor, E. S. Clemente Bldg., Shanum St. cor. Otek St.,  
Lake Drive, Burnham Park, Baguio City, Philippines 2600

### **Cebu Business Center:**

Ground Floor, Crown 7 IT Building,  
Pope John Paul II Ave., Cebu City, Philippines 6000

### **Customer Service**

Business Hours: Mon-Fri 12:00 NN to 8:30 PM, Sat 12:00 NN to 6:30 PM  
Phone/Fax: (02) 271-1800 • Toll Free: 1-800-13200119

### **Customer Service**

Business Hours: Mon-Fri 11:00 AM to 7:30 PM, Sat 12:00 NN to 6:30 PM  
Phone: (082) 282-3433 • Corporate Fax: (02) 271-1800

### **Customer Service**

Business Hours: Mon-Fri 11:00 AM to 7:30 PM, Sat 12:00 NN to 6:30 PM  
Phone: (074) 422-3733 • Corporate Fax: (02) 271-1800

### **Customer Service**

Business Hours: Mon-Fri 11:00 AM to 7:30 PM, Sat 12:00 NN to 6:30 PM  
Phone: (032) 234-7994 • Corporate Fax: (02) 271-1800

## HOW DO I ENROLL?

1. Enroll through the 4Life.com website
  - a) Log on to [www.4life.com/philippines](http://www.4life.com/philippines)
2. Enroll by Mail/Fax or Email
  - a) Fill out Preferred Customer Enrollment Form & Distributor Application and Agreement (DAA) form to the address above.
  - b) Or fax the DAA to: (02) 271-1800
  - c) Or email to: [philippines@4life.com](mailto:philippines@4life.com) within 30 days

## HOW DO I PLACE AN ORDER?

1. Place your order at 4Life.com website
  - a) Log on to [www.4life.com/philippines](http://www.4life.com/philippines)
2. Place your order via fax or email.
  - a) To fax your order you can simply fax your completed Product Order form to (02) 271-1800
  - b) Email your completed order form to [philippines@4life.com](mailto:philippines@4life.com)
3. Place your order via SMS to 0918-845-4331.
4. Place your order in person
  - a) Products can either be picked up at the Manila Office, Baguio Business Center, Davao Business Center, Cebu Business Center or shipped for an additional charge.
  - b) Order payments can be made with cash, credit cards (Visa or MasterCard), bank deposits and LBC branches via remit to account. Any fax order payments by credit card need to have a copy of the front and bank of the card attached for verification.
 

Account Name:	4Life Research	For LBC Remit to Account (RTA)
BPI:	1921 1128 62	To: 4Life Research Philippines, LLC
Banco de Oro:	4150 1653 70	Account: BPI 1921 1128 62
Land Bank:	06 7210 6800	Branch: Global City

## SHIPPING INFORMATION:

Pickup: Manila Office, Davao Business Center, Baguio Business Center or Cebu Business Center  
Shipping Method: via CBL (courier service)  
Shipping Cost: Php 112.00  
Cut off time: 3:00 PM  
Delivery Time: 2-3 working days



TOGETHER, BUILDING PEOPLE™



E-MAIL:  
[philippines@4life.com](mailto:philippines@4life.com)



WEBSITE:  
[www.4life.com/philippines](http://www.4life.com/philippines)



FACEBOOK PAGE:  
[www.facebook.com/4Lifephilippines](http://www.facebook.com/4Lifephilippines)