When ordering please remember...

- Order when you have two to four weeks’ worth of stock left
- You can make weekly orders, so it’s best to order smaller amounts regularly
- Some vaccines come in multidose packs – check you order the correct number of doses
- Check Vaccine Update newsletter for latest information

When receiving your order please remember...

- Check your order thoroughly when it arrives, it can’t be taken back afterwards
- Refrigerate the stock as soon as you have checked it off against the order
- Place the new stock towards the back of the fridge so the shortest-dated stock is used first
- Do not over fill the fridge as this restricts airflow

When stocking your fridge please remember...

- Check expiry dates regularly – never use out of date vaccine
- Keep vaccines in their original packaging in the main part of the fridge, not in drawers
- Keep your fridge door locked at all times
- Keep the opening of the fridge door to a minimum
- Use a maximum-minimum thermometer and keep a daily record of the temperatures
- Have back-up storage for your vaccines in case of power failure
- Position the fridge away from heat sources and mark or tape the fridge plug to avoid it to being turned off accidentally
- See Chapter 3 of the Green Book for more information

Keep a record of your account details

Our NHS Movianto account number is _______________________
We need to place orders before 11:55 am on a ____________________
for a delivery on _______________________

When responding to a vaccine storage incident, please follow the guidance at www.hpa.org.uk/webc/hpawebfile/hpaweb_c/1267551139589

In the event of vaccine wastage, please report the details to the ImmForm helpdesk on 08443 760040

If you have any vaccination delivery queries, please call Movianto directly on 01234 248632