



AUTO-SHIP SCHEDULE

Clients save money on supplements when they send an Inventory of their on-hand supplements on Column #1 dates. To prevent errors, follow the instructions below precisely. Errors in Inventory can lead to costing more money or delays!



YEARS 2024-2025			YEARS 2025-2027	
Column 1 Dates (Inventory Due)	Column 2 Dates (Ship Out Week)		Column 1 Dates (Inventory Due)	Column 2 Dates (Ship Out Week)
Dates Inventory Due and/or To Place, Change or Cancel Product or Service*	If shipment has not arrived by Wednesday the week after the date of the week below, call office right away.		Dates Inventory Due and/or To Place, Change or Cancel Product or Service	If shipment has not arrived by Wednesday the week after the date of the week below, call office right away.
01/19/24	02/05/24		09/26/25	10/13/25
02/16/24	03/04/24		10/24/25	11/10/25
03/15/24	04/01/24		11/21/25	12/08/25
04/12/24	04/29/24		12/19/25	01/05/26
05/10/24	05/27/24		01/16/26	02/02/26
06/07/24	06/24/24		02/13/26	03/02/26
07/05/24	07/22/24		03/13/26	03/30/26
08/02/24	08/19/24		04/10/26	04/27/26
08/30/24	09/16/24		05/08/26	05/25/26
09/27/24	10/14/24		06/05/26	06/22/26
10/25/24	11/11/24		07/03/26	07/20/26
11/22/24	12/09/24		07/31/26	08/17/26
12/20/24	01/06/25		08/28/26	09/14/26
01/17/25	02/03/25		09/25/26	10/12/26
02/14/25	03/03/25		10/23/26	11/09/26
03/14/25	03/31/25		11/20/26	12/07/26
04/11/25	04/28/25		12/18/26	01/04/27
05/09/25	05/26/25		01/15/26	02/01/27
06/06/25	06/23/25		02/12/27	03/01/27
07/04/25	07/21/25		03/12/27	03/29/27
08/01/25	08/18/25		04/09/27	04/26/27
08/29/25	09/15/25		05/07/27	05/24/27

IMPORTANT NOTE: Side 2 is a brief summary of **How To Use The Auto-Ship Schedule** and **How To Provide An “Accurate” Inventory of your on-hand supply of supplements.** The **Auto-Ship Reminder Email** is sent the day before each Column #1 Date to clients with email service. Please put the Column #1 dates on your personal calendar whether you have email or not, as a back-up in case you do not receive the **Auto-Ship Reminder Email.**



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AUTO-SHIP SCHEDULE (Page 1):

1. **Column #1 Dates:** Inventory of on-hand supplements, special orders, providing completed questionnaires or lab report from other doctors, etc. are due on the **Column #1 date by 12 midnight**. Because we are closed on weekends, inventories received up to 10 a.m., C.S.T., the following Monday is still considered as provided by the Column #1 Date. **Column #1** is also the date to communicate in writing after Administrative (ADM) consultation with Dr. Smith re: any change, addition or deletion of any service or item that affects your shipment or the services we are providing you, i.e., change(s) or cancelation of therapeutic supplements and services are subject to approval by Dr. Smith to avoid inadvertently sabotaging healing progress.
2. **Column #2 Dates:** This represents the week auto-shipments are sent via postal carriers to your shipping address. If your shipment has not arrived by Wednesday in the week AFTER the Column #2 week, please contact us right away.
3. **Card Payment:** Your debit and/or credit card is generally charged in the week after each Column #1 Date. However, it may be charged anytime on or from the Column #1 date through the end of the week of the Column #2 date.
4. **Auto-Ship Inventory Reminder Email** is sent at 3 a.m. the day before each Column #1 date, which is the true deadline for your Inventory and other items listed in #1 above. Because only the Auto-Ship Schedule changes in the contents of this email, whenever updated, you only need to read the entire email the first time received so you know its contents for future reference. After this, seeing the Subject line in your Email Inbox is a sufficient reminder.

HOW TO PROVIDE AN “ACCURATE” INVENTORY OF ON-HAND SUPPLEMENTS

Please use the following format, whether submitting your inventory of on-hand supplements by email, fax or phone. Our Preference is Email (1st) or fax (2nd). Inventories are valid only when sent to ACNSupport@AdvancedClinicalNutrition.com by the Column #1 Date on Page 1 for the current shipment. Sending by 10 a.m. the following Monday should be the exception, not the rule. Please provide Inventories as instructed below to prevent errors, confusion, miscommunications and delays in processing, which may lead to getting more or less than what you actually need.

1. **TO:** ACNSupport@AdvancedClinicalNutrition.com. Once you open a new email, type this email address in the **TO:** window.
 2. **SUBJECT LINE:** INVENTORY (Column #1 Date) FIRST AND LAST NAME. **Subject line must be typed as indicated here.**
 3. **INVENTORY COUNT:** (The word “bottle” represents bottles, jars, containers or packages, depending upon the product.)
 - a. **COUNT DATE SAME AS COLUMN #1 DATE:** **The count (the amount you include in your email) must be how much is on hand on Column #1 Dates.** Otherwise, an error will occur causing you to run out before your next shipment arrives or receive more than you need. If the former happens, call us immediately; if the latter happens, an accurate inventory on the next Column #1 date will correct the issue as you will receive less in the next shipment.
 - b. **POC** – To the left of the column where your supplements are listed on your **Therapeutic Supplement Program of Care (POC)** is an **INVENTORY COLUMN** to record your inventory count. Once you have indicated your Inventory Count for each item, you may scan your POC and attach it to your INVENTORY email to us **OR in the order listed on your POC**, type your supplements with the count into the body of the email, whichever you prefer.
 - c. **Unopened bottles:** Put a **Capital Letter “B”** after the **number of unopened bottles** for each type of supplement.
Ex: **Parotid–2B** means you have two unopened bottles of the supplement called “Parotid.”
 - d. **Opened bottles:** Put a **lowercase “p”** after the **number of pills** left in opened bottles. Ex: **Parotid – 46p**, means you have 46 pills left in all opened bottles. Using Parotid as an example, if you had 2 unopened bottles and 46 pills left in an opened third bottle, your inventory would read, **“Parotid – 2B, 46p or Parotid - 2B + 46 p.**
 - e. **Powders or Liquids,** mark on the outside of new bottles a top fill line, once settled; then indicate 1/4, 1/2 or 3/4s of the amount in the bottle when compared to that line.
 4. **SPECIAL ORDERS:** Type **SPECIAL ORDER** (all caps) in the body of your email & then list items and number of bottles you want to purchase, such as Pink Salt, EFA Liquid Blend Oil, etc. Once taught proper usage, you may order items for your Health vs. Medicine Chest, such as **Herbal First Aide** items and/or **Microbial Kit** items, ex: Virus Homeopathic. If attaching a copy of your POC, you may indicate **Special Orders** by checking the box at the left of items listed in columns at the bottom of your POC.
 5. **MISSED TURNING IN AN INVENTORY?** Don’t worry, we will ship the number of bottles you need for each supplement according to your POC dosage whenever...1) No inventory is provided, 2) Email is late and thus invalid when sent after 10 a.m. the Monday after the Column #1 dates, OR 3) An inventory is sent to the wrong email, i.e., sent to any email other than ACNSupport@. Clients are responsible for payment when no written notice is followed by a **Free ADM consultation with Dr. Smith** before the Column #1 date, regarding anything that affects a current shipment in process. Anything that affects a shipment will affect your Therapy!
- SHIPMENT SUPPLY:** Your location determines whether you receive a 45-, 47-, 50-day supply or even up to three months for those overseas, i.e., whatever amount assures a sufficient supply in each shipment thru to the next shipment.