

All LifeWave Distributors

Important request for your distributor records

Dear LifeWave Distributor:

In the Distributor profile that is in our system, there is a field labeled “Company,” and the purpose of this field is to keep track of the names of companies that our distributors use in their LifeWave businesses.

It has come to our attention that a number of Distributors have filled this field in incorrectly when enrolling themselves, or when enrolling a new Distributor in their team. When this happens, it complicates our record-keeping, and also interferes with the accurate reporting to the IRS for tax purposes.

We have also been notified by our warehouses that this has been causing issues with shipping. Orders are being returned stating “Incorrect address” or “person unknown” because of inaccurate information being entered into this field.

Please log into your back office and review your entire profile; (Login to Back Office>[Profile Link](#)>[Edit Profile](#)), and ensure that the profile is accurate throughout. Also, when enrolling new Distributors, please make sure that the Company field is only filled in if the Distributor has a company name for his/her LifeWave business.

Thank you for your help,

The LifeWave Team