

Laser Exchange Form Instructions

Ensure you have followed Service Instruction to properly come to the diagnoses of the need for a new laser source.

In order to expedite the laser exchange process, please review the following:

- Open the fillable [Laser Exchange Form PDF](#).
- Fill out all the **Red** boxes to the best of your ability. Pricing is in the “Select Laser Source Model” Drop-Down. If your System Model isn’t located in the “Select System Model” Drop-Down, please use the “Type Your Own Comments” highlighted below to type in your System Model Number.

CUSTOMER WHITE GLOVE DELIVERY LASER EXCHANGE		
REQUIRED CUSTOMER INFORMATION AND DOCUMENTATION		
Ship to Customer		
Boxes outlined in red signify required fields. Form will not auto-submit if all red fields are not populated.		
COMPANY: <input type="text"/>	CONTACT: <input type="text"/>	
ADDRESS 1: <input type="text"/>		
ADDRESS 2: <input type="text"/>		
CITY/STATE/PROVINCE: <input type="text"/>		
POSTAL/ZIP CODE: <input type="text"/>	COUNTRY: <input type="text"/>	
PURCHASE ORDER #: <input type="text"/>		
PHONE: <input type="text"/>	EMAIL: <input type="text"/>	FAX: <input type="text"/>
SYSTEM AND LASER SOURCE INFORMATION		
LASER SYSTEM SERIAL #: <input type="text"/>	LASER SOURCE SERIAL #: <input type="text"/>	
<input type="text" value="SELECT SYSTEM MODEL FROM DROP-DOWN LIST"/>	<input type="text" value="SELECT LASER SOURCE MODEL/WATTAGE FROM DROP-DOWN LIST"/>	
<input type="text" value="SELECT PROBLEM FROM DROP-DOWN LIST"/>	<input type="text" value="TYPE YOUR OWN COMMENTS/OBSERVATIONS HERE (No Character Limit)"/>	

- If you are having issue locating the S/N of the Laser Source, please use this [Link](#) for further info.
- After filling out the form, please submit the form to the ULS Service Dept. Email is recommended as the **SUBMIT** button may not work on all PC’s at support@ulsinc.com.

CLICK TO SELECT YOUR METHOD OF SUBMISSION:			
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
	AUTO-SUBMIT USING THIS FORM	EMAIL	FAX
<input type="text"/>	<input type="text"/>	<input type="text" value="SUBMIT FORM"/>	<input type="text" value="RESET FORM"/>
Authorized Signature (typed name acts as a signature)		Date	

Laser Exchange Process

- After submitting the Laser Exchange Form, the ULS Service Dept. will email you an **Email Confirmation**, stating that your order has been placed.
- Accounting will send **PIA Email**, which will have a PIA Form attached – stating how much you are being charged and for what, and there will be a link to a Bill Pay site for CC Payment.
- After the **Order** has been **Paid**, it will be processed.
- You will receive third email when the **Order** has been **Shipped** – this will include Tracking and Invoicing.
- **UPS** should **Deliver** the **Refurbished Laser Source** the following **Business Day** – **PLEASE ENSURE THE RETURNING LASER SOURCE IS READY FOR UPS**. When **UPS Delivers** they will need to take the **Returning Laser Source** with them.
- The **Price** of the laser source **Includes Round Trip Shipping**.
- Please email support@ulsinc.com or call the ULS Service Dept. at [480-609-0297](tel:480-609-0297) with any questions.