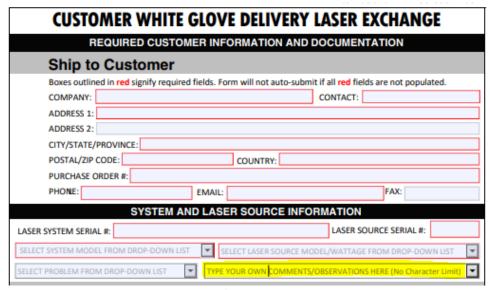
## **Laser Exchange Form Instructions**

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.



- 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 note work on all PC's at support@ulsinc.com.

CLICK TO SELECT YOUR METHOD OF SUBMISSION: AUT	O-SUBMIT USING THIS	FORM	EMAIL	O FAX
Authorized Signature (typed name acts as a signature)	Date	SUBMIT FO	RM	RESET FORM
Authorized signature (typed name dets as a signature)	Dote		_	

## **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 <u>Tracking</u> and Invoicing.
- UPS should Deliver the Refurbished Laser Source the following Business Day <u>PLEASE ENSURE</u>
  <u>THE RETURNING LASER SOURCE IS READY FOR UPS</u>. 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 <u>support@ulsinc.com</u> or call the ULS Service Dept. at <u>480-609-0297</u> with any questions.