

SHIPPING BRACKETS

1

Organize and securely package brackets. Please insert one set of each bracket type you are sending (1 metal set, 1 ceramic set, etc.) into each of the bracket containers (sticky pads) provided. Once the brackets have been placed in the containers, use a rubber band to secure the bracket containers together.

2

Complete the 'Bracket Shipment Form'. Please complete the form provided in the envelope so the bracket team can quickly and efficiently build your digital library.

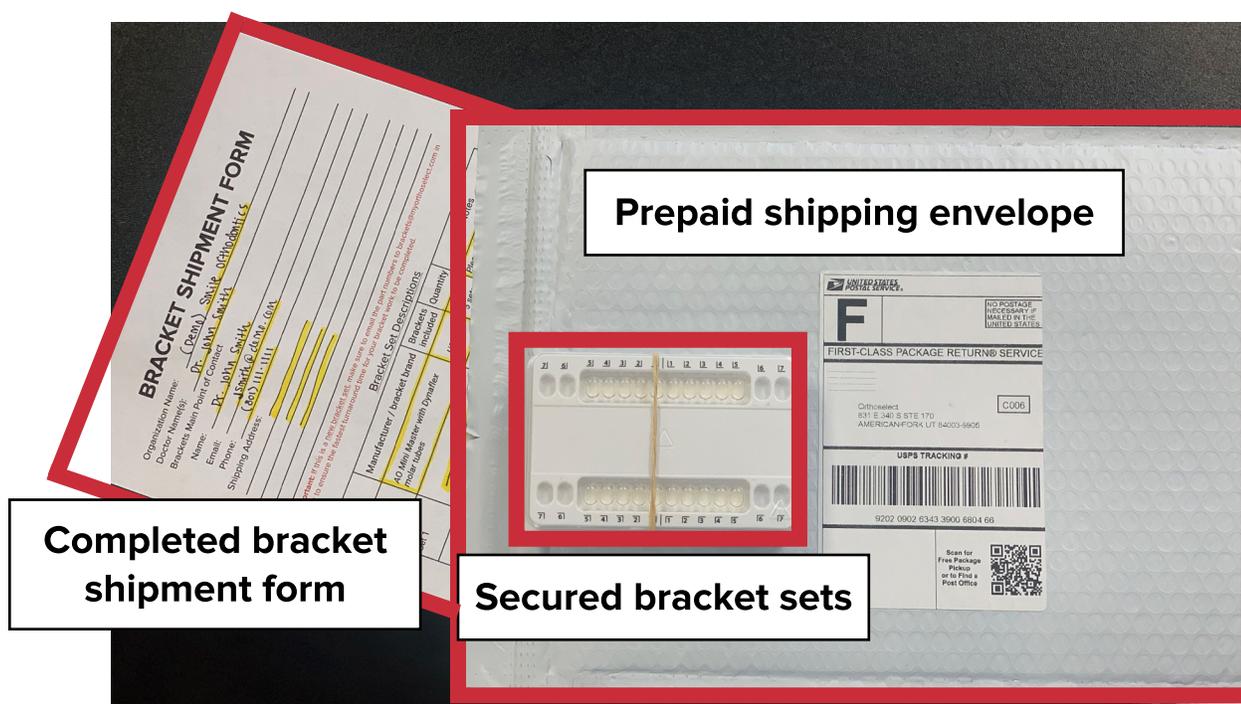
3

Ship the brackets to OrthoSelect. Drop off the prepaid shipping envelope (with brackets and bracket shipment form inside) to your local shipping company (FedEx, UPS, USPS).

4

Email the tracking information to brackets@myorthoselect.com. This tracking number will help us know when to expect your package. Once we receive your package and your part numbers, it will take us roughly 3 weeks to complete the digitization process of your brackets.

What to send to OrthoSelect



BRACKET SHIPMENT FORM

Organization Name: _____

Doctor Name(s): _____

Brackets Main Point of Contact

Name: _____

Email: _____

Phone: _____

Shipping Address:

Bracket Set Descriptions

	Manufacturer / bracket brand	Brackets included	Quantity	Notes
<i>Example</i>	<i>AO Mini Master with Dynaflex molar tubes</i>	<i>U&L 7-7</i>	<i>5 sets</i>	<i>Please add this to my digital bracket library. I emailed you the part numbers on 4/6/21.</i>
Set 1				
Set 2				
Set 3				

Important: Please make sure that physical brackets are clearly labeled with either the set number and/or the manufacturer / bracket brand as recorded above. If this is a new bracket set, please also make sure to email the part numbers to brackets@myorthoselect.com in order to ensure the fastest turnaround time for your bracket work to be completed.

I have double checked that the brackets I am shipping are correct. I understand that if OrthoSelect receives incorrect bracket sets it will delay the bracket digitization process, the incorrect brackets will be shipped back to me, and I will pay for the shipping cost.

Name: _____ Date: _____

SENDING BRACKET PART NUMBERS

Before you can use a bracket set in the DIBS AI software, we will first need to upload those brackets to your digital bracket library. The first step in this process is to send us bracket part numbers. Once you have located your part numbers, please send an email to brackets@myorthoselect.com with the necessary information. Below are actions you can take to identify your part numbers:

Send us information found on an invoice

The easiest way to find part numbers would be to look at your invoices. Typically it's called the 'Item Number' or 'Catalog Number' on invoices. You're welcome to email us a PDF or JPG of your invoice, if you're not comfortable with us seeing sensitive information found on the invoice, you can also screenshot what's in red and send that information to us via email.

Item Number	Description	TERMS	Quantity	Unit	Unit Price	Amount
68-272-072	CCO™SNC 022 UL7 -20T0A100			EA		
68-362-072	CCO™SNC 022 LR6 -25T-1A00			EA		
68-372-072	CCO™SNC 022 LR7 -20T-1A00			EA		
68-462-072	CCO™SNC 022 LL6 -25T-1A00			EA		
68-472-072	CCO™SNC 022 LL7 -20T-1A00			EA		

Contact your bracket representative

If you can't locate a recent invoice, contact your bracket rep. They should have all of your part numbers and can send you an email with a list of brackets and corresponding numbers as shown below. If you don't want to have to worry about forwarding, you can authorize your bracket rep to email us this information directly.

METAL

UR1- 391-1016
UR2- 391-1603
UL2- 391-1604
UL3- 485-230B
UL4/5's- 585-22-92407HD

CLEAR

UR1- 002-7131
UR2- 002-7133
UL2- 002-7134
UR3- 002-7135B
UR4/5's- 1485-22-1407HD

Send us information found on the bracket packaging

If you order brackets in bulk, you can look on the back of the packaging to find a reference number that corresponds to that bracket. Send that part number by email in list format as shown above under METAL and CLEAR.

