# BRACKET SHIPMENT PROCESS

## OPTION 1 DROPSHIP BRACKETS FROM MANUFACTURER DIRECTLY TO OUR FACILITY

1. ***Preferred*** - Your bracket manufacturer's invoice will contain part numbers and corresponding bracket sets.
2. Mail DIBS AI the quantity of each type of bracket you typically use in a month. 30 sets of each bracket type is recommended. Remember to to send all alternate bracket sets including ceramic, alternate molars etc.
3. Prepasted brackets can be digitized but not inserted (only send 1 set in its air tight packaging).
4. We do not accept brackets in bulk.
5. Complete the "Dropship Bracket Form" & "Inverted Brackets Form".
   a. Email to Brackets@MyOrthoSelect.com with the tracking number.
6. Have your bracket rep:
   a. Mail bracket sets to: OrthoSelect ATTN: Bracket Team/(Your doctors 1st and last name) 831 East 340 South, Suite 170 American Fork, UT, 84003.
   b. Ensure bracket part numbers will show on the invoice.

## OPTION 2 MAIL PHYSICAL BRACKETS FROM YOUR OFFICE TO OUR FACILITY

### 1. FORMS

a. All Forms are enclosed in this Bracket Configuration Kit or available as fillable PDF's at https://myorthoselect.com/dibs-brackets-and-inventory/

b. The "Primary 5-5 & 6-7 Bracket Set Form" will be the bracket set you will most commonly use and will be used in your 1st indirect bonding case.

c. The "Additional 5-5 & 6-7 Bracket Set Forms" and "Inverted Set Form" are for any additional bracket sets you want digitized and used in the DIBS AI software.

d. Email & print forms:

i. Email all completed forms to Brackets@MyOrthoSelect.com.

ii. Print all completed forms, fold into 4ths and attach with a rubber band to the corresponding bracket sets and mail.

### 2. MAILING PHYSICAL BRACKETS

a. Mail DIBS AI the quantity of each type of bracket sets you typically use in a month. 30 sets of each bracket type is recommended. Remember to to send all alternate bracket sets including ceramic, alternate molars etc.

b. Prepasted brackets can be digitized but not inserted (only send 1 set in its air tight packaging).

c. We do not accept brackets in bulk.

d. Process:

i. Print/copy the corresponding paper with the bracket set and secure it to corresponding bracket set well with rubber bands provided.

ii. Put all bracket sets, with corresponding printed papers in the mailing package provided.

iii. Adhere prepaid mailing label and mail. Please note the tracking number for email. One of each type of your bracket sets will not be used in any of your cases but will be used for reference only.

