

BRACKET SHIPMENT PROCESS

FROM OFFICE

MAIL PHYSICAL BRACKETS FROM YOUR OFFICE TO OUR FACILITY

1. FORMS

- All Forms are enclosed in this Bracket Configuration Kit or available as fillable PDF's at <https://myorthoselect.com/dibs-brackets-and-inventory/>
- 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.
- 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.
- Email & print forms:
 - Email all completed forms to Brackets@MyOrthoSelect.com.
 - Print all completed forms, fold into 4ths and attach with a rubber band to the corresponding bracket sets and mail.

2. MAILING PHYSICAL BRACKETS

- 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.
- One of each type of your bracket sets will not be used in any of your cases but will be used for reference only.
- Prepasted brackets can be digitized but not inserted (only send 1 set in its air tight packaging).
- We do not accept brackets in bulk.
- Process:
 - Print/copy the corresponding paper with the bracket set and secure it to corresponding bracket set well with rubber bands.
 - Put all bracket sets, with corresponding printed papers in the mailing package provided.
 - Adhere prepaid mailing label and mail (not available for international offices). Please note the tracking number for email.



PRIMARY BRACKET SET

Office/Organization Name: _____

Doctor(s) Name: _____

PRIMARY U&L 5-5 SET

QUANTITY SENDING:

BRACKET LOCATION	MANUFACTURER PART NUMBER (Each Bracket Has Their Own Unique Part Number)	BRACKET SPECIFICATIONS (ex. AO Mini Master MBT .022 with Hook)
UPPER RIGHT	1:	1:
	2:	2:
	3:	3:
	4:	4:
	5:	5:
UPPER LEFT	1:	1:
	2:	2:
	3:	3:
	4:	4:
	5:	5:
LOWER RIGHT	1:	1:
	2:	2:
	3:	3:
	4:	4:
	5:	5:
LOWER LEFT	1:	1:
	2:	2:
	3:	3:
	4:	4:
	5:	5:

PRIMARY U&L 6-7 SET

QUANTITY SENDING:

BRACKET LOCATION	MANUFACTURER PART NUMBER (Each Bracket Has Their Own Unique Part Number)	BRACKET SPECIFICATIONS (ex. AO LP Tubes .022)
UPPER RIGHT	6:	6:
	7:	7:
UPPER LEFT	6:	6:
	7:	7:
LOWER RIGHT	6:	6:
	7:	7:
LOWER LEFT	6:	6:
	7:	7:

ADDITIONAL BRACKET SET

Office/Organization Name: _____

Doctor(s) Name: _____

ADDITIONAL U&L 5-5 SET			QUANTITY SENDING:
BRACKET LOCATION	MANUFACTURER PART NUMBER (Each Bracket Has Their Own Unique Part Number)	BRACKET SPECIFICATIONS (ex. AO Mini Master MBT .022 with Hook)	
UPPER RIGHT	1:	1:	
	2:	2:	
	3:	3:	
	4:	4:	
	5:	5:	
UPPER LEFT	1:	1:	
	2:	2:	
	3:	3:	
	4:	4:	
	5:	5:	
LOWER RIGHT	1:	1:	
	2:	2:	
	3:	3:	
	4:	4:	
	5:	5:	
LOWER LEFT	1:	1:	
	2:	2:	
	3:	3:	
	4:	4:	
	5:	5:	

ADDITIONAL U&L 6-7 SET			QUANTITY SENDING:
BRACKET LOCATION	MANUFACTURER PART NUMBER (Each Bracket Has Their Own Unique Part Number)	BRACKET SPECIFICATIONS (ex. AO LP Tubes .022)	
UPPER RIGHT	6:	6:	
	7:	7:	
UPPER LEFT	6:	6:	
	7:	7:	
LOWER RIGHT	6:	6:	
	7:	7:	
LOWER LEFT	6:	6:	
	7:	7:	

INVERTED BRACKETS

Office/Organization Name: _____

Doctor(s) Name: _____

Invert Definition: The rotation of a bracket on a tooth by 180 degrees.

If you want something other than this, please specify (ex. We use inverted U1's as both inverted U1's and U 2's)

INVERTED SETS (OPTIONAL)

BRACKET LOCATION	TOOTH NUMBERS	BRACKET DESCRIPTION	NOTES
<i>Upper and Lower</i>	3-3	<i>AO Mini Master (Primary Set)</i>	-
<i>Lower</i>	2-2	<i>AO Empower 2 (Additional Set)</i>	<i>Invert L 1's to become both the L1's and L2's for this set</i>

FINISHING WIRE ARCH FORM

The Finishing Wire Arch Form is used to create a more accurate outcome.
We will digitize your finishing arch form for use in the software.
Only the shape of the arch form is essential.

Manufacturer: (Example) AO American Orthodontics

Form Name: (Example) Form A LG

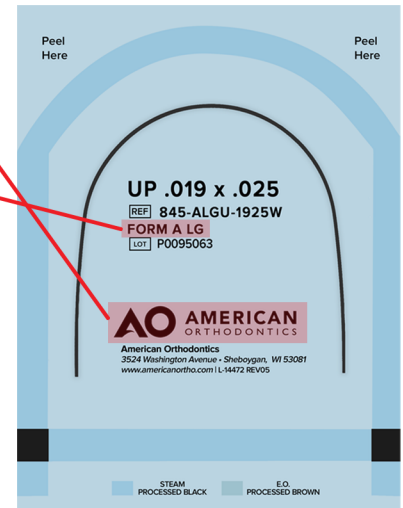
(Only one wire per arch form is required)

Manufacturer: _____

Form Name: _____

Manufacturer: _____

Form Name: _____



Shipping instructions for your finishing wire arch form:

1. Email this completed form to Brackets@MyOrthoSelect.com
2. In addition to emailing, ship the physical arch form and this document to:
OrthoSelect - DIBS AI
Attn: Brackets Team/(Your Office Name - Your Dr's Name)
831 East 340 South, Suite 170
American Fork, UT 84003
3. *If applicable*, the finishing wire arch form can be shipped with your physical bracket shipment.
4. All arch forms will be kept for a quality control reference.

