

VectorTec Used Purchase /Trade-in Program

Order Placement:

Once VectorTec and seller have come to an agreement on price a formal VectorTec Purchase Order is forwarded on over to seller. Seller prepares the unit for shipping and notifies VectorTec with the pertinent information (contact persons name & telephone number, packaging quantity, size, weight, etc.).

SHIPPING:

Packaging - The seller is responsible for packaging in a manner that will assure that the unit arrives at the designated VectorTec location in proper working order without damage. If a Stand/Pedestal is included it must be packaged separately from the digitizer.

Labeling - Packages are to be clearly labeled with the following "Ship To" address and the seller's company name as the return address and the "Vectortec Purchase Order" number should be included. The Ship To address is as follows:

VectorTec Purchases
330 Rayford Road #307
Spring, TX 77386
Attn: Chase Daniels – PO# XXXX

Pickup – Freight will be scheduled for pickup after VectorTec is notified that the unit is ready for pickup. Pickup will usually occur 1-3 days following notification. Someone at the seller's location (i.e. contact person) must be present at time of pickup. An attempt will be made to contact the seller one day prior to pickup. VectorTec needs to be made aware of any special pickup concerns i.e. obstacles including: pickup timeframe requirements, stairs, freight elevators, hard to reach locals etc.

PAYMENT/CREDIT:

Once the item(s) has been received at the VectorTec receiving dock it will be forwarded on over to the QA Station for testing. The unit is tested within 24 hours of receipt in most instances. Upon passing QA testing the unit is certified as "Excepted by VectorTec" and the VectorTec order tracking system is updated. This automatically notifies the accounting department which then proceeds to process payment. Payments are usually processed the following day after the order tracking system is updated. Payments are processed via PayPal or company check unless other arrangements are made in advance.

REJECTED SHIPMENTS:

If an items arrives to the VectorTec receiving docks and is not noted as 'received in acceptable condition' or, does not pass QA testing. The unit will be staged in the 'non-conforming' area and the seller will be notified within 2 business days of receipt. Arrangements will be made to return the equipment to the seller.

For additional information contact: (866) 681-0320 ext 702