

DIRECTIONS – INSTRUMENT RETIPPING

1. Print these directions and the attached order form below.
2. DIS instruments are engineered to certain specifications in order to be successfully and safely retipped at a later date. Instruments by other manufacturers may not meet these specifications which can result in breakage or fracture. This can create a safety hazard for the patient and/or clinician. **Accordingly, we only retip instruments manufactured by Dental Instrument Specialists** (usually an average of 3 times). Our experienced technicians who manufacture the instruments will be the same experts who retip them. Safety is our highest priority.
3. **We cannot accept any used instruments for service unless they are cleaned, sterilized and in sealed sterilization bags upon receipt. We cannot accept instruments placed in baggies alone. Customer will pay shipping for return of unsterilized instruments.**
4. **FILL OUT THE ORDER FORM.** Please be sure to print clearly and describe your instruments precisely. For example: do not just write “13/14”, please write “COL 13/14” or “Gracey 13/14”. Please indicate single end (SE) or double ended (DE) instrument by checking the appropriate column on the order form.
5. After the form is completed, return to the **retipping page** on our website and click on the appropriate box (SE or DE), enter the quantity and then click **ADD TO CART**.
6. After all items have been added to your cart, proceed to **CHECKOUT**.
7. Place instruments in an appropriate shipping box using proper packaging materials to prevent damage. Enclose a copy of the order form and ship to:

**Dental Instrument Specialists
5104 Cyrus Circle
Birmingham, AL 3524**

ORDER FORM-INSTRUMENT RETIPPING

Practice
Name

Contact
Name

Email &
Phone

Shipping
Address

City/State/Zip

QTY	INSTRUMENT NAME	Unit Price 25.00 DE	Unit Price 13.00 SE	Amount

SHIPPING AND HANDLING 45.00

TOTAL _____

For instruments that cannot be retipped, please check a box below:

- ☐ Replace the instrument(s) with new (recommended)
- DIS will dispose of the used instruments (no charge for this service)
- ☐ Return my instruments (customer to pay for shipping)