

## ADVANCE EXCHANGE AGREEMENT

### Core Return Policy

Please review SkylineDirect's Advance Exchange Agreement regarding cores and complete the Core Charge Authorization Form on the following page. Credit card customers must have this form on file with SkylineDirect in order to purchase parts on exchange.

SkylineDirect's Advance Exchange Program allows you to order quality parts for same day shipment. Simply return your repairable cores using the enclosed RMA return label. This label contains all the important information needed to ensure that you receive the proper credit for returning your core.

Your worn/defective core must arrive at the return facility within 30 days to avoid being invoiced for the core. When returning a core item, please click the PROCESS CORE RETURN link on the printer parts page and follow instructions.

#### Your repairable core must be:

- **Received within the 30 day period or you will be invoiced for the core owed.**
- **The exact equivalent of part(s) shipped to you.**
- **Complete and undamaged.**
- **Marked clearly with a valid RMA# to ensure proper credit to your account.**

If you receive a core charge invoice you have 10 additional business days to perform one of the following:

- **Return a repairable core.**
- **Remit payment of the core invoice.**
- **Send/resend valid tracking information on returned product.**

After this 10 day period, your credit card will be charged and you will receive an invoice marked "Paid" for your company records.

Credit Card customers must have a properly completed Core Charge Authorization Form (see below) on file with SkylineDirect in order to purchase printer parts on Advance Exchange. An unreturned core item within the required terms of the Advance Exchange/Core Return Policy, will result in your credit card being charged for the core charge/replacement value of the item.

Thank you for your business and your prompt attention to the terms of our Advance Exchange Program.

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### Core Charge/Credit Card Authorization Form

I, \_\_\_\_\_ (Purchaser), hereby authorize SkylineDirect Components (Seller) to prepare and submit credit card charges using the credit card listed below in the event that the purchaser does not return the required core(s) within the specified terms of SkylineDirect's Advance Exchange/Core Return Program policy.

Credit card customers must have a properly completed Core Charge Authorization Form with a current and valid credit card number and signature on file with SkylineDirect in order to purchase parts on through our Advance Exchange Program. In the event that a core is not returned within the specified terms of SkylineDirect's Advance Exchange /Core Return Policy, your credit card will be charged.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(cardholder's name)

Mastercard  Visa

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Company Name \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email \_\_\_\_\_

(Please provide valid email address)

*Please fax completed form to 1-(888)-890-9104.  
If you have any questions, please contact us at 1-(866)-518-5400.*