

Handpiece Dispatch Procedure

1. Ensure you have one of our Postage Paid mailers available. If you don't please call us on 1300 942 239 or request online https://www.seservices.com.au/mailer-request-form



- 2. **Fill out a Dental Handpiece Service Request.** Depending on your preference we have *four options* for this
 - a. Scan the QR Code on the back of the mailer.



With your mobile phone and fill out and submit the online form. (Please ensure that the Job Number and your Practice Name are written on the mailer as no other paperwork is necessary)



b. Open the online form
https://form.jotform.com/seservices/form on your
computer, fill out and submit. (Please ensure that the Job
Number and your Practice Name are written on the mailer
as no other paperwork is necessary)



- c. Use the fillable PDF form which can be filled out on your computer, printed and <u>placed in the mailer with your</u> handpiece.
- d. Download and print the PDF form, fill manually and <u>place</u> in the mailer with your handpiece.



3. Place handpiece and paperwork (if used) in the mailer and send it to us <u>free</u> with Australia Post.