



Credit Card Authorization & Advance Exchange Policy

Return forms to Accounting Department Fax (407) 294-8017 or Accounting@hytecrepair.com

Hytec Customer #	
Company Name	
Address	
City, State, Zip	
Account Contact	

CREDIT CARD INFORMATION (Leave Blank for Terms Customers)			
Credit Card Number	(last 4 digits only)	Type of Card	
Expiration Date			
Authorized Name on Card (Print Name)			
Authorized Name on Card (Signature)			

My signature above serves as Authorization for Hytec Dealer Services, Inc. to utilize the credit card listed above to pay all invoices from HYTEC DEALER SERVICES, INC. according to the terms of this CREDIT CARD AGREEMENT. The credit card will be stored on Authorize.net and will be charged prior to shipping an order. If the credit card is DENIED/DECLINED the product will not be shipped until a valid credit card has been supplied to Hytec and successfully charged for the amount of the order. Customer has the option to ship order as a COD payment method, however additional charges will apply.

Advanced Exchange Program Charges

By signing this form, you acknowledge that you understand the Advance Exchange Core Return Policy, and authorize Hytec to invoice your account (terms customers) and/or charge the Credit Card you have provided us to use for the non-return core replacement costs in the case that a repairable core is not returned to Hytec by the due date. All terms customers will be invoiced at original Advance Exchange order payment terms.

I/We agree to immediately notify HYTEC DEALER SERVICES, INC. of any change in ownership or form of said business, change of credit card, change of authorized signer for the credit card, and new expiration dates on credit card listed above.

LIABILITY: Hytec Dealer Services shall not be liable for any delays or for any failure to deliver goods resulting from strikes, labor disputes, breakdowns, wars, civil disputes, floods, acts of God, carriers, or suppliers or regulations of any government authority.

Authorized Signor Printed Name			
Signature			
Signor Title		Date	

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Advance Exchange - Core Return Policy

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The Advance Exchange Program is our most popular service program. It is also your fastest service alternative, providing you the ability to receive a repaired circuit board from Hytec the next business day. Advance Exchange parts can be shipped to your location, or directly to your service technician in the field.

Hytec provides you all the tools for a quick & easy return process. The AE part will come with a reusable box, a prepaid return shipping label, a blank repair tag, and complete return instructions. (We recommend that you always keep a copy of the RS tracking numbers for your shipping records.) Hytec appreciates a quick core return and provides ample time to service your client and return a core to close the Advance Exchange order. Your defective core must arrive within 30 days to avoid being invoiced replacement costs.

Your repairable core must be:

- Received within 30 days from original order date
- The exact part number or an interchangeable part number to the item shipped to you.
- The core must be a repairable item, Hytec will inspect your core for repair ability within 10 business days.

Advance Exchange cores that are not returned in 30 days will be closed and you will be invoiced for a non-return core. The non-return core charge is the difference of the manufacturer's dealer cost and the cost previously charged for the Advance Exchange. If the core is received after the 30 days, Hytec will contact you for the disposition of the core, at your cost. If you are a board bank customer, your late core will be placed in your board bank at Hytec.

All Customers must have a signed Advanced Exchange Agreement on file in order to receive Hytec's Advance Exchange pricing. If there is not a form on file, Hytec will charge full replacement costs at the time of your Advance Exchange order and once a repairable core is received, within the 30 days, a core credit will be given. The core credit will be calculated at Replacement Cost less Hytec's Advance Exchange price for the part.

Thank you for your business and for following the return guidelines of our Advance Exchange Program.

Company Name			
Authorized Signor Printed Name			
Signature			
Signor Title		Date	