

WLOO-RTNBX-LTC

LTC RETURN PACKAGING

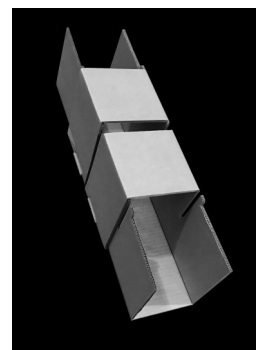
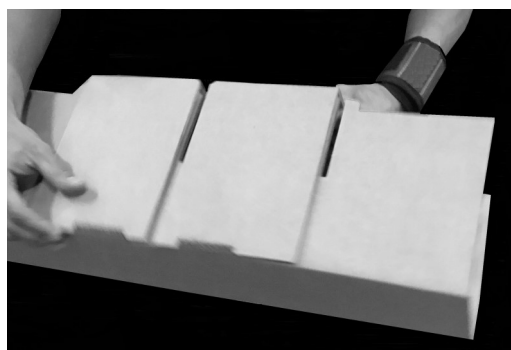
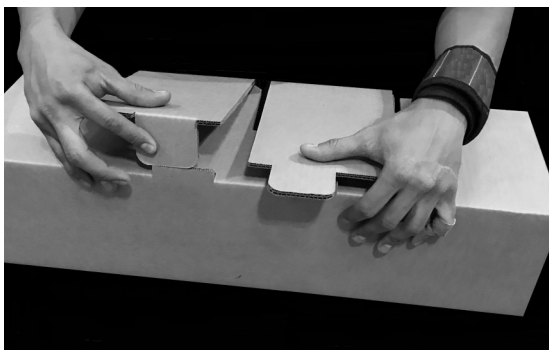
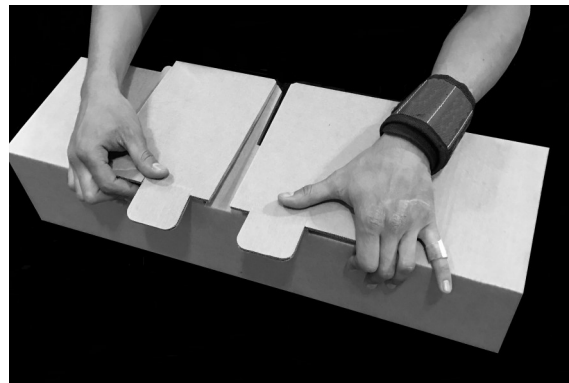
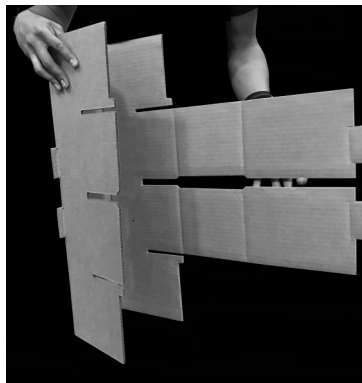
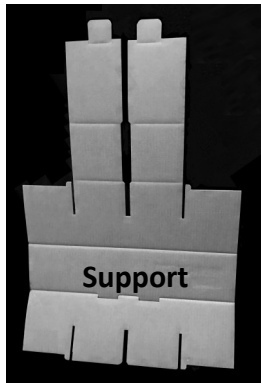
(Instructions to Package Medication cart for Return Shipment)

Package contents

- 1 each — 48" x 40" Wood Pallet
- 2 each — Box, Scored Liner 45" x 86"
- 2 each — Box, Tray 50" x 24" x 5"
- 2 each — Top Formed Foam Insert (grey)
- 2 each — Cardboard support
- 2 each — Cardboard length partition
- 3 each— Serrated Seal for Poly Band, 5/8"
- Several Feet— Poly Band, Black 5/8"

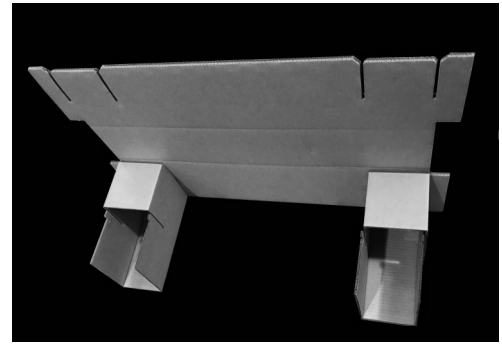
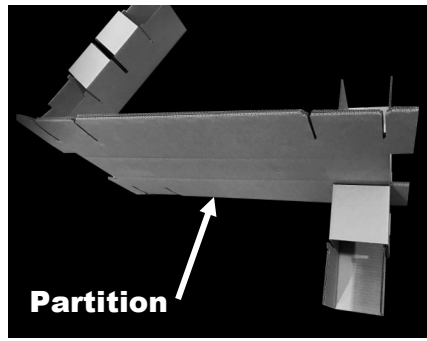
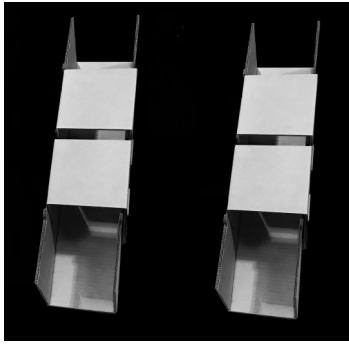


- NOTICE :** If Cart is NOT received in salable (like new and unused) condition, no credit or partial credit may be offered. Feel free at any point to contact us with any questions, comments or concerns at 855-MED-CART (855-633-2278)

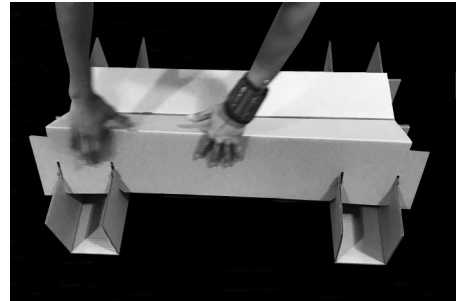
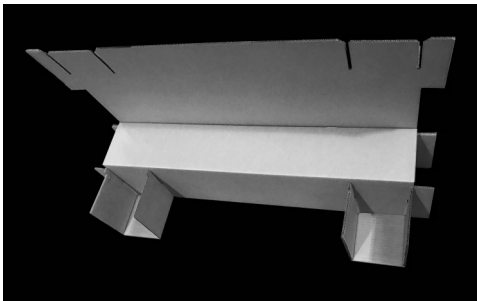
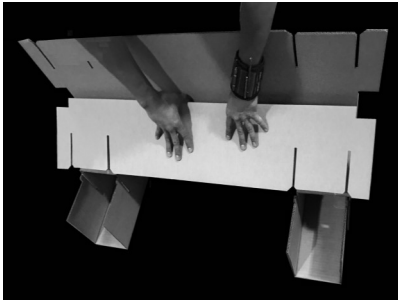


1. Take one of the cardboard Supports and fold at each of the scored lines, folding the longer legs around the body, until you can tuck the tabs in, as pictured.
2. Repeat with the remaining support.

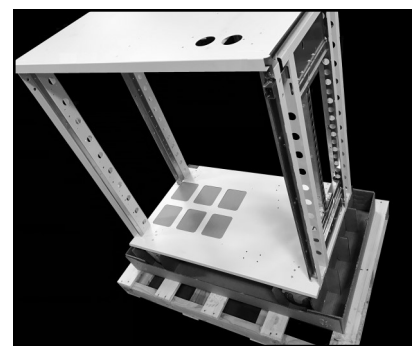
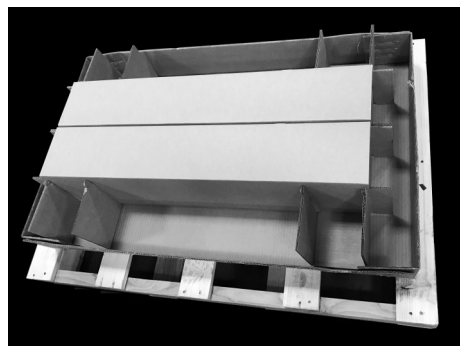
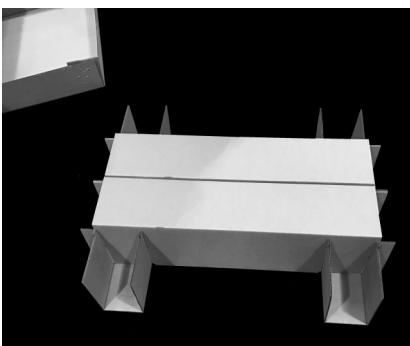
Packaging Instruction Continued



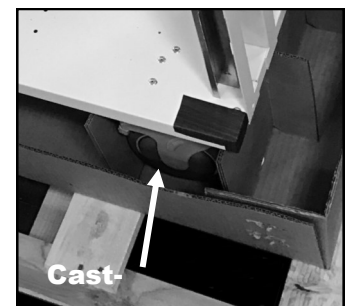
3. Place both folded supports on the floor with the center slot facing up.
4. Holding both cardboard length partitions together, insert them in the center open slot of one of the supports.
5. Insert the other side of both the length partitions into the center open slot of the other support.



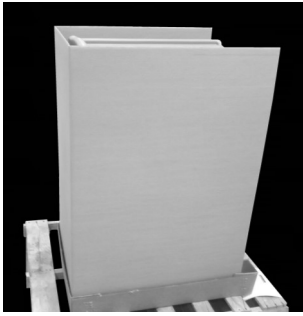
6. Fold one of the partitions on the scored lines, and insert into the outside slots on the support.
7. Repeat with the other partition, folding it in the opposite direction.



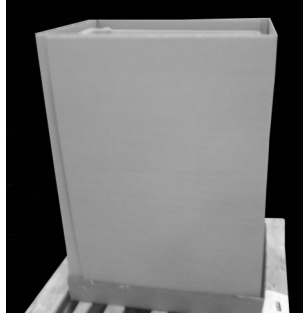
8. Place the completed support inside the folded and taped, bottom box tray. *(To create the box tray: fold each of the four sides where scored, tuck ends inside and tape or staple corners to form a shallow box)*
9. Place the bottom box tray with the support on top of the pallet.
10. Using at least two(2) persons, set the cart on the support. *(Note: the casters should be placed inside the open support spaces on each of the four(4) corners.)*



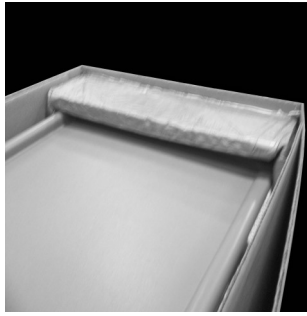
Packaging Instruction Continued



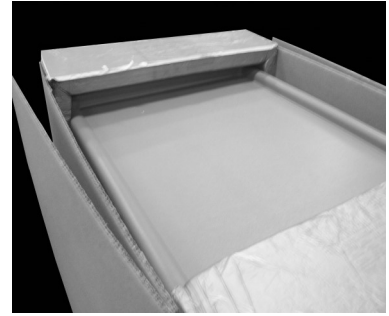
11. Using one of the scored box liners inserted into the bottom box tray, surround one side of the cart.



12. Repeat with the remaining scored box liner, surrounding the open side of the cart.



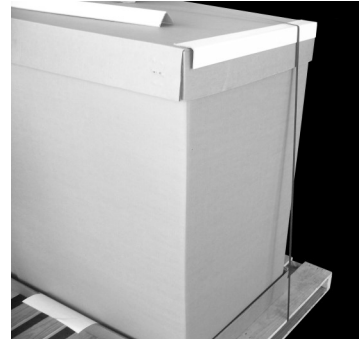
13. Place one top formed foam insert on top of the cart on one side.



14. Place the remaining top formed foam insert on top of the cart on the other side



15. Place the remaining Box Tray on the top of the package. *(To create the box tray: fold each of the four sides where scored, tuck ends inside and tape or staple corners to form a shallow box)*

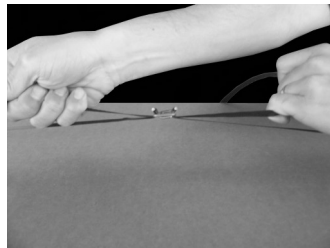


16. Using the Cardboard corner strips that came with the packaging kit, place them on the top of the short sides.

17. Pass the black poly banding around the cart, going through the pallet to keep the banding as close to the box as possible.



18. Using the attached sheet, "How to Thread Metal Buckles", and the serrated poly seals, secure the strap. Be sure to pull it tight.



19. Repeat with the remaining poly banding to make two(2) straps around the box.



20. Cart is now packed and ready for pick up by freight company. Please call 855-MED-CART (855-633-2278) to schedule pick up.

Instructions for Returning Cart

NOTICE: If cart is NOT received in salable (like new and unused) condition no credit or partial credit may be offered. Feel free at any point to contact us with any questions, comments or concerns at 855-MED-CART (855-633-2278)

Step One: Package the Cart

When you receive your replacement cart please unpack it carefully noting how it is packaged. Please pack the cart you are returning just as the replacement cart was packaged. Please band the box to pallet with the banding material and clips provided. Please go through the inside of pallet so there is little to no gaps between the package and the banding.

Step Two: Paperwork

Please contact Coreen at 855-MED-CART (855-633-2278) to arrange for the freight company to pick up the cart. Please provide us with the pick up address and contact information including contact name, phone number and email. In addition, this is an important detail, please let us know if a lift gate is needed. A bill of lading (BOL) and pick up date will be emailed to the contact. Please print off two copies of the BOL.

Step Three: The Pick Up

Give the driver one copy of the BOL and have the driver sign your copy. This is your receipt. The driver should also provide a label for your BOL containing a tracking (PRO) number.

Step Four: Credit

Please allow up to three weeks for the credit to be processed.

