



BUY BACK PROGRAM **SHIPPING INSTRUCTIONS**

- ❑ Download and complete the Buy Back Inventory form
- ❑ Fax the completed form to 585.392.5575
 - Rochester Cassette Procurement staff will contact you with our interest and possible offer and give you specific shipping instructions
- ❑ DO NOT SEND items that are contaminated with bodily fluids – the shipment will be refused
- ❑ Send to the attention of: BUY BACK
- ❑ Include a copy of the inventory sheet and our offer with your shipment
 - ✓ Pack boxes to weigh less than 50 pounds each
 - *one 14 x 17 inch cassette weighs approx six pounds*
 - ✓ If shipping pallets – please shrink wrap them
 - ✓ Address All Items to:
 - Rochester Cassette Sales & Service
Attn: Buy Back Program
50 Old Hojack Lane
Hilton, NY 14468