



Attn: Used Equipment Dept.

1111 N. Cherry Street
Chicago, IL 60622
Phone: 312-944-2774 x2318
Fax 312-944-4270

e-mail: used.equip@calumetphoto.com

General Information about Selling/Trading Your Used Equipment to Calumet Photographic, Inc.

Thank you for making the decision to sell/trade us your used photographic equipment. This letter is a brief overview to explain what happens next.

- 1) After you have spoken with the Used Equipment Dept. and established a value for your equipment and the decision was made by both parties to go forward with a trade, a **Used Transaction Number (UTN#)** will be issued. **(Do not send in any equipment until you receive a Used Equipment Submission form and a UTN#.)** This is a case file number and will help us to process the transaction more efficiently. This number is very important. Packages sent to us without this number could potentially be refused at our shipping docks. The upper portion of this letter can be used as a shipping label.
- 2) Fill out the "Used Equipment Submission Form" as best as you can. It is very similar to the enclosed form. But there will be some additional spaces for personal information. The personal information is required by law and is very important to us. There is a block for any additional information that you might have about your equipment. This is for service history, known defects and any other information that you think might help us quickly review your equipment.
- 3) Pack the equipment well. Most carriers require at least three inches of packing material between your equipment and the edge of the box. You want to ship it using a carrier that will provide a tracking number. Calumet Photographic, Inc. will not actually own the equipment until after the purchase process is finished. We recommend that you ship the equipment with insurance to protect yourself. Any damages incurred during shipping are between you and the carrier.
- 4) After the equipment arrives here, you will be contacted by our Used Dept. This will usually happen within 48 hours of its arrival at our Cherry Street location. At that point in time we will confirm the value of your equipment or we will discuss variances due to the condition differing from expectations based upon prior communication (the value can go up or down).
- 5) At that point in time we are just about done. If the equipment is to be applied in trade towards an open order, a credit is applied to the order and we will complete the transaction. If it is an outright purchase, the paperwork goes to our financial department and within 10 to 12 working days, a check will be on its way to you.

If you have any questions, at any point in time, please feel free to contact the Used Equipment Department at 312-944-2774 x2318, or at used.equip@calumetphoto.com.