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ProJet™ 3-D Modeler Facility Requirements Guide

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01.0 About this Manual

This document includes all of the overall facility requirements that will be needed to have a successful installation when our 3D Systems Customer Support Engineers (CSEs) or authorized 3D Systems representatives arrive to install your 3-D modeler.

02.0 What is a Facility Requirements Guide







This guide provides important information on selecting a facility location and planning for the installation of 3D Systems' ProJet™ Production Modeling System. It also presents planning guidelines to facilitate fast, convenient installation and operation of your modeler.

What's Inside:

- A description of hardware, software, model material, networking components, and documentation that comprise the ProJet™ Production Modeling System.
- An overview of the site requirements and recommendations in typical engineering and design work spaces. These involve basic access, electrical, and environmental considerations for configuring a safe and efficient work area.
- A checklist is included to ensure that the facility is adequately prepared for installation of your modeler.
- Information on how to obtain assistance from [3D Systems Customer Support Team](#).

03.0 Symbols Used in this Guide

!NOTE.jpg|width=30,height=30! **NOTE: The ProJet™ Production Modeling System is part of 3D Systems' Multi-Jet-Modeling (MJM) product line.**

	<p>This symbol designates the accompanying texts or figures as either a CAUTION or a WARNING.</p> <ul style="list-style-type: none">• Caution: Indicates something may happen that could cause loss of data, damage to equipment, or personal injury.• WARNING: Indicates a hazard to both equipment and personnel that may be in the immediate area.
	<p>This symbol is used to warn of the presence of potentially HAZARDOUS VOLTAGE. High voltage electricity is accessible in the vicinity of this sign or behind the access panel. High voltage can cause severe burns or death. Access panels are for service only and should be opened only by certified service personnel or trained maintenance personnel.</p>
	<p>Invisible UV radiation is accessible in the vicinity of this sign or behind the panel. Radiation can cause eye injury. Access panels are for service only and should be opened only by certified service personnel.</p>
	<p>A hot surface is accessible in the vicinity of this sign or behind the access panel. Avoid contact. Hot surfaces can cause severe burns. Access panels are for service only and should be opened only by certified service personnel or trained maintenance personnel.</p>
	<p>Harmful Irritant Warning: Indicates that skin or eye irritation could result while exposed to a chemical composition.</p>
	<p>When accompanied by the word "NOTE", the text and symbol are meant to call attention to a practice whose implementation can save time or prevent subsequent inconvenience to the user.</p>

04.0 The ProJet™ Production Modeling System

The ProJet™ Production Modeling System consist of the following components, providing these functions:

- Automatically outputs 3-dimensional models from digital data supplied to the modeler in the required .stl file format, using a two-material process.
- ProJet™ client software is provided with each modeler. This software provides users with the ability to set up and submit jobs to the modeler, and may be installed on additional user's workstations (within your facility) at no additional cost per user. Each workstation should meet the minimum "[Client Workstation Requirements](#)."
- VisiJet® Support & Model Materials - VisiJet® model materials are for production of the actual model, and the VisiJet® support materials are to produce the required support structures necessary to build 3-dimensional models. These materials are formulated exclusively for use with the ProJet™ Production Modeling System.

04.1 What is Included with a ProJet™ Production Modeling System

A ProJet™ Production Modeling System ships with the following:

- One crated ProJet™ Production Modeling System containing an accessories kit which consist of:
 - Two build platforms (what the model is built on).
 - A "Starter Pack" consisting of two cartridges of each of the two required materials - enough to get started printing without delay.
 - One licensed copy of 3D Systems ProJet® print client software with integrated online Help and installation instructions.
 - Region-specific ProJet™ Production Modeling System "country kit" consisting of:
 - One power cable kit consisting of a country-appropriate power cord, and a voltage warning document.
 - One pack of nitrile gloves
 - (EU only) One external transformer kit, p/n 23418-901, for 200-240 VAC operation.

05.0 Facility Guidelines

This section provides details relating to site selection, site preparation and readiness of the facility to accept and install the ProJet™ Production Modeling System.

Discuss appropriate equipment locations with a 3D Systems' representative, so that the equipment is located in a convenient, appropriate location based on your organization's needs. When planning an installation, consider:

05.1 Space Planning

05.2 Access Area Surrounding Modelers

05.3 Unit Portability

05.4 Electrical

05.5 Client Workstation Requirements

05.6 Network Interface

05.7 Material Storage

05.8 Material Cartridge Disposal

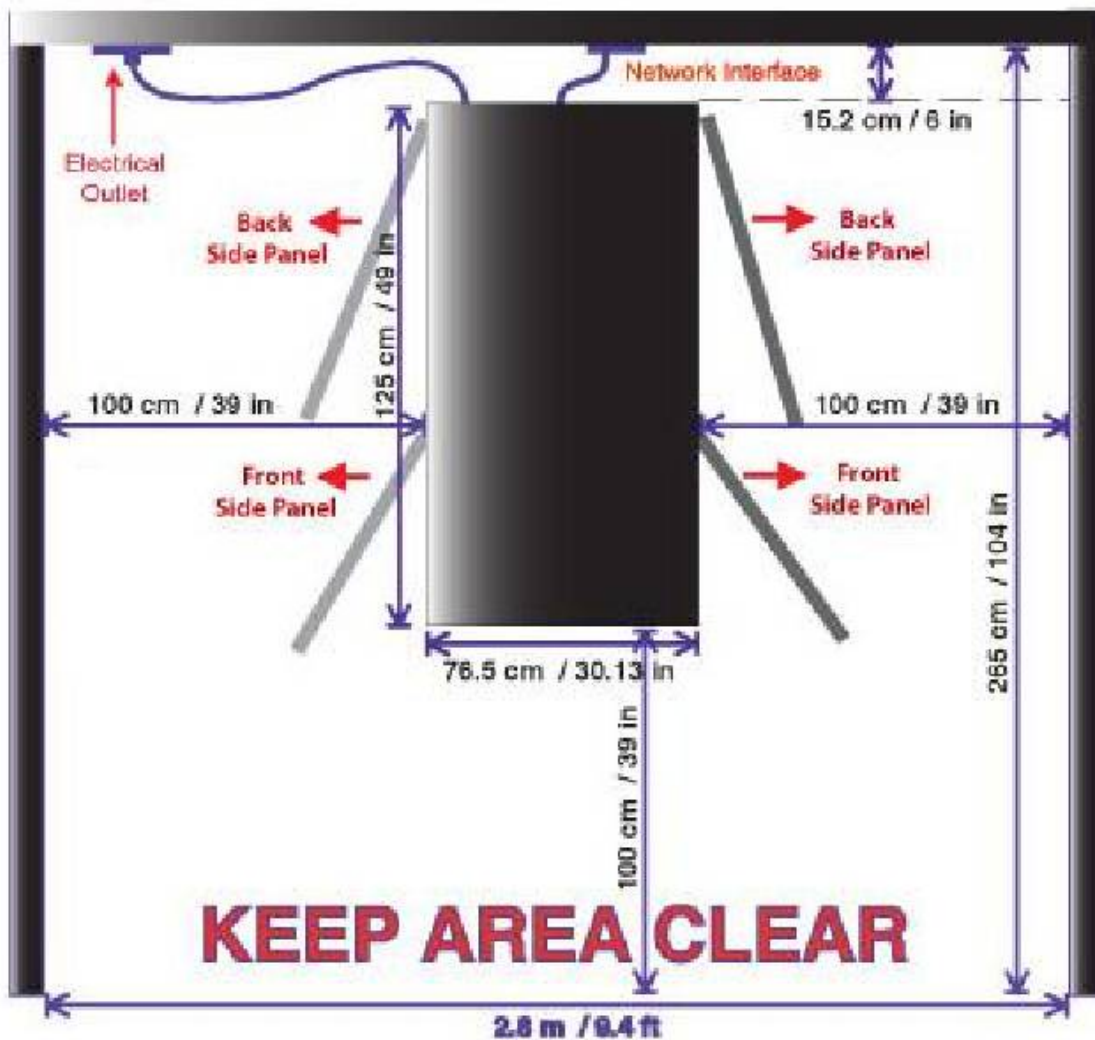
05.9 Weights and Measures

05.1 Space Planning

Below is a suggested floor plan for a ProJet™ Production Modeling System installation. Each modeler requires use of a dedicated circuit. Multiple modelers should NOT be located on a single circuit. Each location of the machine requires a standard wall power outlet within reach of the region-specific, 122 cm (4 ft) power cord supplied with the country kit.



NOTE: The ProJet™ Production Modeling System jets a wax material to support the models during the build process. To produce a finished model, the wax material must be removed. Supports are removed by placing the model in a controlled-heat environment that quickly melts the wax support material but with a temperature not so high as to adversely affect the model itself. For more information on how to remove support materials, refer to "VisiJet® Material Handling and Post-Processing Guide".



05.2 Access Area Surrounding Modelers

It is required to have 1m (3+ ft) of unobstructed floor space around each modeler, to allow unobstructed access to the side panels and internal components during possible service calls. This is a necessary requirement to have the clearance directly in front and to the right side of the unit, so that it can be "rolled out", should service be required. In addition, a minimum of 16 cm (approximately 6 inches) is recommended behind the unit.

Store crate where it will be easy access to wheel locks or have a jack lift available for the 3D Systems Field Engineers when installation occurs.

05.3 Unit Portability

The ProJet™ Production Modeling System is equipped with four caster-type rollers, as well as four integral threaded feet. Leveling can be adjusted using the threaded feet, and tightened in place to secure the modeler.



WARNING: NEVER unpack, assemble, or connect any component of the shipment without the aid of a qualified, 3D Systems Field Service Engineer or authorized reseller. 3D Systems accepts no responsibility for damaged, defective, or incomplete systems uncrated by anyone other than 3D Systems Field Service Engineer or authorized reseller.

05.4 Electrical

The AC voltage and current requirements for the ProJet™ Production Modeling System are:

- 100 VAC, 50/60 Hz, 12.5 A
- 115 VAC, 50/60 Hz, 15.0 A
- 230 VAC, 50/60 Hz, 6.3 A (200-240 VAC operation requires 3D Systems' external transformer kit, p/n 23418-90X-XX, provided separately in the Modeler country kit.)

Note: The installation of The ProJet™ Production Modeling System shall comply with the National Standards and/or Electrical Codes of the country in which it is placed.

ProJet™ Production Modeling System Power Considerations:

During normal operation, the power usage of the modeler will not exceed the continuous current rating indicated in the electrical section (above). A dedicated, surge-and-spike protected electrical power circuit for each modeler should be provided that meets or exceeds the corresponding continuous current rating.

Whenever an modeler is switched on, a momentary surge current will be drawn. This surge current is approximately 300% of the continuous current rating. The line circuit breaker should be rated at the appropriate surge current rating.

A dedicated, surge-and-spike-protected electrical power circuit is required for each modeler installed. No heavy equipment, especially those with large electric motors (greater than 1.5 kW or 2 hp) should be connected on the same circuit. Surges and spikes may damage the internal electronic components of the unit. If the modeler does not have a surge-and-spike protected electrical power circuit and surges-spikes occur resulting in electrical components damage, 3D Systems warranty policy will not cover the damage.

If located outside the United States, The modeler requires a wall input circuit minimally equipped with a 16 A, Type "C", European-style circuit breaker. Circuit breakers or other protective equipment rated for lower levels of protection are not recommended, and risk damage to the unit's internal electronic components.

Protected Power/Uninterruptible Power: Surge and spike suppression should carry a rating of at least 1000 joules, with a clamping voltage of approximately 300 VAC. **Uninterruptable power:** An uninterruptable power supply is required at a rating of 2.5 KVA. Loss of power while a part is printing can cause an unrecoverable error in that print job. Often, the machine and platform will require a reset and the print job will have to be restarted, resulting in wasted material and possibly lost time.

- **Do not place ProJet 3-D Modelers directly on carpeted surfaces or a cushioned surface such as rubber mats.**

05.5 Client Workstation Requirements

Before a model can be built on the modeler, the model data file must be saved or exported to the industry-standard .stl file format, and submitted over the network (or cable) for building on the modeler. The compact disk (CD) shipped with the ProJet™ Modeler contains ProJet™ Client Software, which is installed on each intended users' workstation to allow users to select, preview, and submit print jobs; as well as manage the print queue (for designated administrators).

Prior to installing the software, ensure that the initially selected workstation meets the following minimum specifications. The specifications described represent 3D Systems tested minimum "baseline" configuration for using the client software. It is recommended that this workstation be further enhanced for maximum performance, particularly with more powerful processors and added memory.



NOTE: Although the ProJet™ client software will run on less powerful computers, meeting the minimum recommended configuration will ensure acceptable performance.

For Microsoft® Windows® workstations, minimum recommendations:

Operating System	XP Professional or 2000 Professional
CPU speed	Intel® Pentium® 4 Processor 2.8 GHz, 533 MHz FSB.
Main Memory	2 GB DDR333 SDRAM.
Hard Drive	40 GB ATA-100 IDE (7200 rpm) with 4 GB free space minimum.
Virtual Memory Paging File Size	1 GB.
Video Controller	Full Open GL, AGP, with 3D Graphics acceleration required. Card should have a minimum of 64 MB RAM on board.
Display	Capable of displaying 16-bit color at a minimum resolution of 1024 x 768 pixels per inch (True Color recommended).
Networking (all required)	Shielded Ethernet, 10baseT or 100baseTx, Class A, RJ-45 connection, using TCP/IP (no other protocols supported).
Client Software (upload)	CD-ROM drive.
Mouse	Two button mouse minimum (Intelli mouse™ supported)

05.6 Network Interface

The ProJet™ Production Modeling System requires an Ethernet network connection to transfer print jobs from workstation(s) to the modeler.

Network Specifications, Physical: The machine's internal controller provides an integrated, 10/100-megabit-per-second (Mbps) Ethernet network connection. This connection supports both the 10base-T and 100base-TX Ethernet standards. The controller's connector (an RJ45 socket located on the back panel) is designed for attaching an shielded twisted pair (UTP) Ethernet cable.

When a facility's internal network is not 10base-T or 100base-TX, a media converter, such as a Coax to 10base-T will be required. Consult with your organization's network engineering or MIS staff to provide assistance with these requirements.

The modeler works on networks running TCP/IP ONLY each modeler MUST have a STATIC IP address on the network. Additionally, each modeler's subnet mask and default gateway must be known and available to 3D Systems' 3D Systems Field Service Engineer or authorized reseller at the time of its installation, and should also be known by personnel installing the client software. They will need access either to the appropriate subnet mask or the individual IP address of each modeler to complete the workstation software installation, and to enable access to any modeler on the network.



CAUTION! Not all networks have the TCP/IP installed. Make sure to have a network administrator check that TCP/IP are both installed and are running as required PRIOR TO THE ARRIVAL of the modeler.

05.7 Material Storage

VisiJet® model and support materials should be stored in a conveniently located storage cabinet in proximity to the modeler itself. A cabinet is recommended to protect against long term exposure to external UV light sources, including sunlight, overhead lighting, or other UV light sources. **Storage temperature of the material should not exceed the specified maximum of 35°C (95°F).** VisiJet® model material should be stored away from strong oxidizing agents, such as hydrogen peroxide, bromine, or chromic acid.

More detailed information on the VisiJet® model material and VisiJet® support material, relevant applicable safety precautions and remediation, and specific storage and disposal requirements, can be found in the [Material Safety Data Sheet \(MSDS\)](#) included in each case of VisiJet® material shipped by 3D Systems. Your organizations' Facilities Manager (or equivalent) should maintain a copy of the two MSDS documents, and provide ready, convenient access to these documents. To obtain the [VisiJet material MSDS from 3D Systems](#), [click here](#) for additional copies. If further information is needed, please contact 3D Systems' Customer Hotline within the U.S. at (800) 793-3669 (or from outside the U.S.A. at +49 (0) 6151 357-357, or by visiting [3D Systems website](#).

05.8 Material Cartridge Disposal

Used cartridges must be disposed of in a manner consistent with local and other applicable laws and regulations governing such materials. Refer to the MSDS sheets for this material prior to shipment of the ProJet™ Production Modeling System, and discuss your organization's methods for disposing or recycling of such material with your facilities manager, or contact [3D Systems' Customer Support Hotline](#) for more information.

05.9 Weights and Measures

Weight Dimension (H x W x D)

Crated 371 kg (817 lb) 168 cm (66 in) x 97 cm (38 in) x 142 cm (56 in)

Uncrated 267 kg (589 lb) 150 cm (59 in) x 76.5 cm (30.13 in) x 125 cm (49 in)

Table 1. Weights and Measures

06.0 Operating Environment

Locate the ProJet™ Production Modeling System in a convenient location meeting the requirements specified in this document. As with most machinery, the modeler should be installed in a clean, dry, air-conditioned room. Avoid placing the modeler in any environment with airborne contaminant, including cigarette smoke, fumes, and mechanical particulates that can adversely affect the long term functioning of this equipment.

Do not place ProJet 3-D Modelers directly on carpeted surfaces or a cushioned surface such as rubber mats.



NOTE: Each ProJet™ Production Modeling System undergoes an operational test at the factory, and is shipped with a limited, residual amount of model and support material already in its internal reservoir. Order a minimum of one to two cases of model material and support material for each modeler ordered to ensure adequate supplies of material and avoid modeling delays.

06.1 Air Conditioning

06.2 Humidity

06.3 Lighting

06.4 Vibration and Shock

06.1 Air Conditioning

A number of the ProJet™ Production Modeling System's internal electronic components as well as the model material used to build models are sensitive both to ambient temperature and, to some extent, humidity. In addition, the modeling process itself can be temperature-sensitive within certain limits.

ProJet™ 3000 HD, 3000 SD & 3000 DP: Room or environmental ambient operating temperature should be maintained within a range of 18°C to 28°C (64°F to 82°F); optimally approximately 23°C (73°F).

ProJet™ 3000 CP & 3000 CPX: Room or environmental ambient operating temperature should be maintained within a range of 20°C to 28°C (68°F to 82°F); optimally approximately 25°C (77°F).

The facility air conditioning system where the ProJet™ Production Modeling System is operating should be capable of dissipating 1.0 kW (3412 Btu or 0.28 ton U.S. refrigeration) of heat. Ensure that any air conditioning ducting does not vent directly onto the machine.



CAUTION: Do not install a ProJet™ Production Modeling System in the same area as equipment that produces heavy electrical power, heavy vibration, or airborne contaminants that may adversely affect the modeler's performance.

06.2 Humidity

Humidity should be maintained at less than 50% non-condensing.

06.3 Lighting

The ProJet™ Production Modeling System is equipped with its own internal light build chamber, and back light operating panel controls with display, external lighting may not be required to operate the modeler. If lighting is required, use an external light source to view the build progression.

06.4 Vibration and Shock

The ProJet™ Production Modeling System consists of many precision mechanical and sensing systems that are sensitive to vibration during model printing. To maximize the quality and accuracy of the models, do not locate the unit near heavy machinery or any source causing high vibration or shock (i.e. exterior walls near train tracks or airports).

07.0 Modeler Advance Preparation Checklist



NOTE: Unless governed by prior arrangement, 3D Systems is not responsible for loading the ProJet™ client software on the user's workstation(s). Thus, BEFORE THE MODELER ARRIVES, ensure that your workstation is capable of supporting the requirements of both the client software and communication with the machine via your network.

Review this list with a network administrator, IT department, facilities manager or other responsible person within your organization. Complete and place a check mark next to each item. Once everything is complete, photocopy this page, and fax it to +1 803-326-4797 (U.S.A).

Please complete the following (if making a copy to fill in, please print):

Company Name: _____
 Contact (Print full name): _____
 Date faxed: _____
 Telephone (with area code): _____
 Email: _____

Please place a check in each box once that item is complete.	v
Final installation site selected. The intended physical location for each ProJet™ Production Modeling System(s) should be selected in advance, and checked for adherence to the guidelines set out in this guide.	
If required by the shipper, a method of removing the crate from the shipper's truck has been arranged (dock, pallet-jack, lift-gate, or forklift) and is available to transfer the crate(s) to the de-crating location. The location intended for de-crating has been selected, and complies with the guidelines provided in this guide.	
NETWORK CONNECTION IS INSTALLED. An RJ45 (UTP, female connection jack) Ethernet network connection for EACH modeler that is to be installed at the delivery site must be installed, tested and functioning.	
Number of 10BASE-T connections ___ or, Number of 100BASE-TX connections ___	
Operating system and workstation configurations are compatible and meet the minimum requirements as stated in the "Client Workstation Requirements" section.	
TCP/IP is installed and enabled.	
Static IP address(es) has/have been allocated for each modeler ordered. A permanent IP address on the network is assigned (presumably by a Network Administrator) to each modeler that is to be connected to the network. Write IP address here: _____	
Test each IP address by pinging it, or by temporarily connecting a network resource (such as a workstation or a Modeler) and "pinging" from another workstation on the network.	
Dedicated, surge-and-spike-protected electrical power circuit for each modeler allocated (rated to withstand 1000 joules, clamping voltage of at least 300 VAC), meeting one of the following specifications (Place check mark beside the appropriate specification: ___ 100 VAC, 50/60 Hz, 12.5 A ___ 115 VAC, 50/60 Hz, 15.0 A ___ 230 VAC 50/60 Hz, 6.3 A (200-240 VAC operation requires 3D Systems' external transformer kit, p/n 23418-90X-XX, provided separately in the modeler country kit.)	
Verify that no additional heavy equipment, especially with large electric motors (greater than 1.5 kW or 2 hp) are connected on the same circuit.	
Provide a required uninterruptible power, especially in areas where circuits may be affected by brown outs, power fluctuations or lightning strikes, rated for 2.5 kVA, minimum.	
In Europe, use a minimum of 16 A, Type "C", European-style circuit breakers. Once each item is complete, the modeler will be scheduled for immediate shipment, and the shipment installation coordinated with the customer and 3D Systems Field Service Engineer or an authorized reseller are responsible for uncrating and installing of the system.	

Before the modeler is installed into this facility, I acknowledge that the installation site complies with the specifications stated in the ProJet™ Facility Requirements Guide. Once the modeler is installed, I agree not to alter any requirements without consulting with 3D Systems' Customer Service Representative or a certified 3D Systems' Servicing Reseller.

Customer Signature: _____ **Date:** _____

Please return a copy of the check list by FAXING it to the appropriate fax number provided in **Contacts**.

08.0 Preparation for Shipment Arrival



NOTE: Never unload, unpack, assemble, connect, or install 3D Systems' ProJet™ Production Modeling System without the aid of a qualified 3D Systems Field Service Engineer or an authorized reseller.

The following topics should be arranged PRIOR TO THE ARRIVAL OF THE SYSTEM, to simplify installation of the ProJet™ Production Modeling System.

Refer to later sections of this guide for details of this procedure.

Make sure the following resources are available (✓):

___ A forklift or similar, heavy-duty equipment required for unloading the modeler crate from the truck to the location where it will be uncrated and installed.

___ Network connection(s) - 1

___ Power outlet(s) - a dedicated circuit to power the modeler

___ Storage cabinetry for extra modeler material containers and other consumables

___ At least one (1), networked graphics workstation or CAD/CAM/CAE terminal meeting the requirements described in [Client Workstation Requirements](#).

09.0 Modeler Installation



CAUTION: IF AT ANY TIME THE "UNCRATED" ProJet™ Production Modeling System is to be moved ESPECIALLY if a forklift must be used, ALWAYS contact a 3D Systems' CSE PRIOR TO THE MOVE. Exercise care in moving the machine. It is slightly susceptible to physical shock. 3D Systems accepts no responsibility for any damage to the machine, repairs that may result from accidental damage to the modeler.



WARNING: Avoid accidental contact with potentially hazardous voltage, or circumstances that may cause a short or ground fault.

- 1. Remove the crate from the shipment carrier:** The shipping company should have a lift-gate truck or otherwise be able to remove the crate from the truck. Once safely on the ground, a pallet jack may be used to move the crate to the de-crating location. The de-crating location should be in a convenient location, yet be located relatively close to the ultimate intended location of the unit. A 3D Systems' CSE will actually uncrate the equipment, and assist in moving the unit to its chosen location. Do not attempt to uncrate the ProJet™ Production Modeling System. 3D Systems is not responsible for any complications or damage arising from unauthorized de-crating or movement of any uncrated ProJet™ Production Modeling System without the presence of a trained 3D Systems CSE. Lift Equipment Specifications: All lift equipment must be rated for a weight-bearing capacity equal to, or greater than the crated weight of the modeler. Additionally, the pallet jack should be equipped with 1.8 m (6 ft) forks, minimum, and typically carry a rating of at least 454 kg at 106.7 cm (1000 lb at 42 in). The center of gravity for the modeler is located at slightly front center and slightly higher than the midpoint of its shipping crate.
- 2. Remove the ProJet™ Production Modeling System from the crate (with the assistance of a 3D Systems CSE):** The modeler is shipped in a specially-designed custom crate that safeguards the unit during transit. A 3D Systems' CSE will perform the actual uncrating of the modeler. When planning for the installation of the machine, however, there are a few important points to consider with respect to "de-crating":
 - Point 1:** The ProJet™ Production Modeling System is designed to be moved by a hydraulic pallet jack or forklift while crated. If a forklift is used to move the modeler crate, please be advised that the two lower side panels of the Modeler must be removed to provide access to the subframe, otherwise the modeler side panels will be damaged. An area near the final installation site should be set aside for uncrating the machine (refer to Point #2, following). Once uncrated, the machine should be rolled into its intended final position on its own wheels, and leveled as appropriate with the included leveling pads.
 - Point 2:** Passageways and doors between the unloading site, the uncrating site (if different), and the final installation location of the modeler must accommodate the turning of the uncrated or crated modeler (if moved while still crated). They should also allow additional room for any lifting equipment and personnel. Refer to **Table: 1** for machine and shipping crate dimensions.
 - Point 3:** The modeler shipping crate should be returned after de-crating, using 3D Systems return shipper included with this product. Move the unit to its designated location Carefully, with at least one other person helping the qualified 3D Systems Field Service Engineer or an authorized reseller, slowly roll the unit to its desired locations. One person should guide the machine from the front, and another person behind the machine pushing it forward. Be cautious to avoid any sudden jarring or other impacts, and do not hit walls, doorways, or other obstacles during movement.
- 3. Move the unit to its designated location:** Carefully, with at least one other person helping the 3D Systems CSE, slowly roll the unit to its desired locations. One person should guide the machine from the front, and another person behind the machine pushing it forward. Be cautious to avoid any sudden jarring or other impacts, and do not hit walls, doorways, or other obstacles during movement.
- 4. Connect to the network:** Follow the guidelines outlined in the section called "Network Interface" of this guide for further instructions.
- 5. Power up the Modeler and test:** A qualified 3D Systems Field Service Engineer or an authorized reseller will power up the system and perform diagnostic testing to confirm that the modeler is operating normally. In addition, the qualified 3D Systems Field Service Engineer or an authorized reseller will ensure that the single designated workstation selected to load the client software on is able to communicate and successively send a print job to the modeler over the network.
- 6. The ProJet™ Production Modeling System can now be used to produce models.**
- 7. Retain the shipping crate** in case the ProJet™ Production Modeling System needs to be shipped back to the manufacturer for repair. These crates are designed to allow fast, easy removal and packaging of the product. If modeler needs to be return to the manufacturer, contact 3D Systems Customer Support for shipping instructions.

10.0 Limitation of Liability

3D Systems is not, in any event, liable for any damages, including lost profits, cost of cover, or other special, incidental, consequential, or indirect damages arising from the use of this document, however caused and on any theory of liability. This limitation will apply even if 3D Systems or an authorized dealer or representative has been otherwise advised of the possibility of such damage. This document, in whole or in part, may be changed or modified at any time at the sole discretion of 3D Systems, without notice.

11.0 Thank You

3D Systems is confident that you will be very satisfied with the purchase of your ProJet™ Production Modeling System. Enjoy the ability to produce high quality models from your 3-D digital data. We are dedicated to developing a relationship that extends beyond the terms of the sale. Please take the time to contact 3D Systems with questions, comments or suggestions about your ProJet™ Production Modeling System, or other products or services. 3D Systems strives for higher quality, better products, and comprehensive services to benefit our customers.

12.0 Contacting 3D Systems

For information or assistance, contact 3D Systems' corporate headquarters at:

3D Systems Corporation
333 Three D Systems Circle
Rock Hill, SC 29730
Web: www.3dsystems.com

3D Systems Hotline Numbers
US/Canada- (800) 793-3669
Central Region, Europe- +49-6151-357357

Name: _____

Address: _____

Tel: _____

Fax: _____

<p>Returning the Advance Preparation Checklist? Return the completed checklist via the method chosen below: Fax to the Account Representative's fax number (above): Fax to the _____ office fax number (see above) Fax or mail to: _____</p>

ACCOUNT REPRESENTATIVES Place Business Card here and staple to document.

STAPLE CARD HERE