# Quadient, Inc. Equipment "Take-Back Plan"

Quadient, Inc. offers a take-back program for leased equipment only. This program will be offered at no charge to the end user.  For customers that own their mailing systems, Quadient is required by the USPS to remove the postage meter out of service. Quadient, Inc. will collect the equipment within 30 calendar days of an agency's written notification.

**Collection – How the contractor will collect the office equipment**
Leased equipment or postage meter(s) will be collected either by a
trucking service or FedEx that is dispatched and utilized by Quadient.

Packaging and Shipping Instructions – shall include packaging and
shipping instructions but not limited to the following:
   a) Instructions for removing the meter from service.  Quadient will also provide the name of the shipper who has been identified to return the equipment
   b) Shipping papers, address and return labels etc.
   c) Procedures to notify contractor of pickup

Agency is to email US.Government@Quadient.com 30 days prior to termination of contract. Once Quadient is notified and pick up request has been processed, the customer will receive one of the following:

To schedule the pick-up of your returned items via Federal Express:

   ➢ Once the notification has been received Quadient will email a link that allows you to download the following:
      • Meter withdrawal instructions
      • Form to return unused postage funds
      • FedEx Bill of lading
      • Customer can schedule pick up online


To schedule the pick-up of your returned items via Seko:

   ➢ Once the notification has been received, Quadient will email a link that allows you to download the following:
      • Meter withdrawal instructions
      • Form to return unused postage funds
   ➢ Quadient uses FedEx for equipment under 50 lbs.  For equipment over 50 lbs, Seko Logistic Trucking Service is utilized.