

4 Easy Steps to Completing Your Mat Reconditioning

Before we can schedule your order into production, we will need the following:

Step 1: Complete Reconditioning Order Form

- Complete the Order Form in full. To avoid any error, we can no longer accept “Recondition as Previous” or “AS IS” for our instructions to mat colors and/or markings.
NOTE: Reconditioning includes standard markings only -- (single colored mat with second color circle lines). Nonstandard layouts, lettering and logos may incur additional charges. Please call or visit our website if you have any questions.
- Please be sure to provide Resilite with at least two contact numbers as well as a phone number that can be called during the summer season when schools may not be in session.

Step 2: Submit Required Paperwork for Processing

- Fax, Mail, or E-Mail a copy of Order Form (do not mail original), Signed Purchase Order* and any Artwork (if applicable) to:
* If reconditioning is being paid for by a booster or athletic club, we require payment in full before shipping your mat.

Fax: 1-570-473-8988
E-Mail: RESILITE@RESILITE.COM

Mail USPS to: RESILITE SPORTS PRODUCTS, INC.
PO Box 764
Sunbury, PA 17801

Step 3: Prepare Mat for Resilite Pick-Up

- On the Reconditioning Notice write School Name, PO Number and indicate total number of mat sections.
- Insert completed and signed Order Form and artwork (if applicable) **behind** “Ultrabright” Reconditioning Notice and slip into clear Document Pouch that was provided.
NOTE: A single mat includes ALL mat sections for that mat. (This mat has _____ sections)
If more than 1 mat is being reconditioned, you will receive a packet for each full mat to be reconditioned. A separate Order Form must be completed for each mat.
Please indicate MAT #1 of _____, Mat #2 of _____, etc. on each Reconditioning Notice.
- Adhere the self adhesive Document Pouch to the mat, making certain that “Ultrabright” Reconditioning Notice with School Name and PO number is clearly visible.
NOTE: Resilite will NOT pick up mat to be reconditioned without Reconditioning Notice and Order Forms attached to the mat in clear pouch. Customer will be responsible for return shipping charges if wrong mat(s) are picked up and were labeled incorrectly.

Step 4: Resilite Will Call to Schedule Pick-up of Your Mats for Reconditioning



1 • 800 • THE • MATS | WWW.RESILITE.COM