**Visioneering Technologies, Inc. (VTI)**

**Business Policies and Procedures**

**1.** **Business Policy:**

In order to help promote the safety and integrity of our products, VTI products will be sold through direct sales by VTI or through Authorized Distributors for sale only to licensed Eye Care Professionals that provide direct patient care to those patients for whom the products are ordered.

1. **How to Order**

To order VTI products, Eye Care Professionals must be an authorized VTI account and have a current and valid account number with VTI or an Authorized Distributor(s). Please see https://orders.vtivision.ca for ordering details.

1. **Shipping Charges – Revenue Lenses**

 Shipping chargeswill include customs and duties. VTI or an Authorized Distributor(s) will waive shipping charges if the order exceeds a minimum order dollar value. If the order is below the minimum order dollar value, the Eye Care Professional will be charged a portion of the shipping charges.

1. **Diagnostic Lenses**

 Diagnostic lenses are only intended for fitting of patients. Eye Care Professionals may not: a) sell diagnostic lenses, b) substitute diagnostic lenses for revenue lenses, or c) give diagnostic lenses away at no charge as product or practice promotions. VTI reserves the right to discontinue providing diagnostic lenses at any time.

Diagnostic lenses may be ordered from VTI or an Authorized Distributor(s) at no charge. Shipping charges shall mirror our Authorized Distributor(s) current shipping policies. When diagnostic lenses are ordered separately from revenue lens orders or if the practice does not meet the shipping threshold of revenue product, then the practice may be charged a shipping fee per order.

1. **Returns and Exchange Policy**

 Only VTI product purchased directly from VTI through its Authorized Distributor(s) may be returned or exchanged through VTI or an Authorized Distributor(s) under their specified returns policies.

Returned products should be sent by a prepaid, traceable method, to avoid problems caused by non-receipt of goods.

Returns through an Authorized Distributor must be accompanied by the Authorized Distributors’ contact lens return form and is required to be completed for all VTI product returns. Note: there may be a restocking fee on returned product.

Accounts returning products in quantities in excess of quantities purchased may have their return privileges revoked.

1. **Billing**

All orders for VTI products are to be placed by VTI or directly through Authorized Distributor(s).

 Authorized Distributor(s) will invoice the VTI accounts at the prices in effect at the time of the order placement.

 Invoicing, billing statements, shipping, and credit policies are as determined by VTI or an Authorized Distributor(s).

1. **Defective Lenses and Adverse Event Reporting**

Any product associated with a complaint, including adverse events, must be returned to comply with regulatory requirements.

If a patient experiences any product defect or adverse event associated with the use of any VTI contact lens product, please immediately notify VTI:

* Online:  www.vtivision.ca/contact/product-quality-concern/
* By Email: VTI Director of Professional Affairs, Dr. Doug Benoit at dbenoit@vtivision.com or to our Quality department at Quality@vtivision.com.
1. **Contact Lens Consultation**

VTI will provide support through its Inside Sales team at 1-844-884-5367, ext. 116 or info@vtivision.ca. VTI’s Authorized Distributor(s) will provide support through their Customer Service Representative team.

For more detailed technical questions, email VTI’s Technical Consultation at Technicalconsultation@vtivision.com.

***For questions, please call toll-free 1-844-VTI-LENS (1-844-884-5367, ext. 116), or email*** ***info@vtivision.ca***

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March 2020