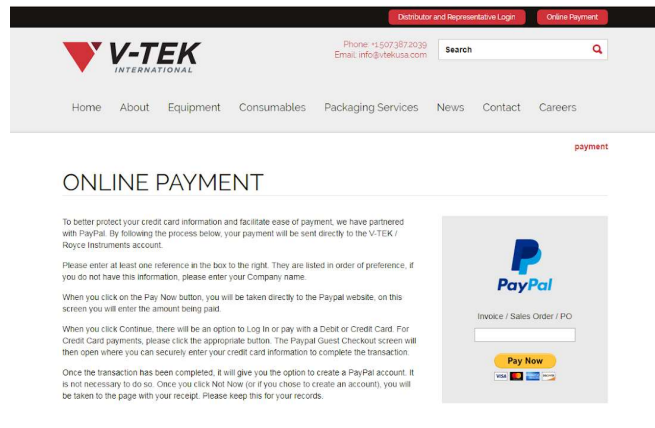
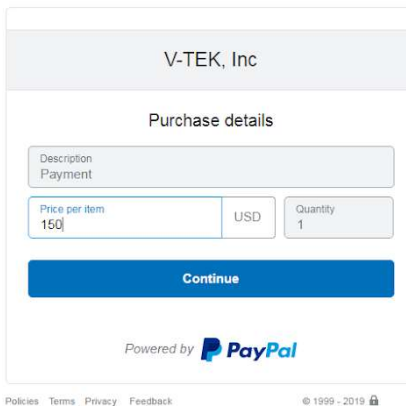


Thank you for placing an order with us at V-TEK. In order to simplify the process and ensure security of our customer's credit card information, we have all transitioned to processing all credit card payments via PayPal. Please see the steps on how to fill out a PayPal payment submission.

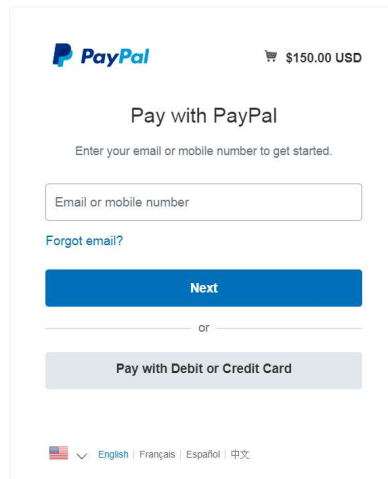
1. Head to our website <http://www.vtekusa.com/payment> or <http://www.royceinstruments.com/payment>
2. From there input your Purchase Order #, our Sales Order #, Quote #, or our Invoice # and select 'Pay Now.' This number is for reference only so we can tie the payment to your order.



3. You will be redirected to the PayPal website to complete the payment process. Once redirected the "Purchase Details" screen below will come up. Only one line can be edited, "Price per item." Put in the full price of the order there then select 'Continue.'



- To checkout as a Guest without using a PayPal account, select **'Pay with Debit or Credit Card'**. Alternatively, if you would like to use an existing PayPal account, you can enter the associated email or mobile number in the box, and select **'Next'** and follow the onscreen prompts.



- The new window will have you securely input your credit card, billing, shipping and contact information. Select **'Pay Now.'**

V-TEK, Inc

