

An aerial view of a busy warehouse or factory floor. Several workers in dark clothing are visible, some at workstations with laptops and equipment, others using a forklift or a pallet jack. The floor is filled with various components, boxes, and industrial equipment. A large yellow semi-transparent banner is overlaid on the center of the image, containing the text 'Packing instructions' and '5 Unit Single Boxes'.

Packing instructions

5 Unit Single Boxes

1.

How to pack?

Step-by-step process



1. You will receive a box with 5 separators, 5 clamshells for laptops, label with the return address, a placeholder for the cables.



2. Place each laptop in the clamshell and fold the sides down



3. Then fold the other sides up.



4. In the separator, place the laptop in the folded clamshell.



5. Then, place the laptop in the box as shown in the picture above



6. Repeat this process with the rest of the laptops.



7. Cover the top of the laptops with the placeholder, and put the cables in the remaining space.



8. Remove the white and red straps and seal the box. Check if it is well closed. Use tape if need be.



9. Stick the return address on the top of the shipping address. The return address is:
Solvang 6, 3450 Allerød, Denmark.



The batteries **MUST** be contained in the machines upon shipment. If the batteries are visibly swollen inside the machines they **MUST** be removed, in order to avoid any risks when shipped by air or ship. Also, if the batteries are loose, please remove from the machine before shipment.

2.

How to book a collection?

Step-by-step process

Book a Collection



1. Go to www.ups.com



2. Choose your location



3. Click on **Shipping**, and then go to **Schedule a Collection**. (Do not fill in UPS account number)



4. Fill in the **Shipping Label Questions** (as in example below)

1 SHIPPING LABEL QUESTIONS

Do you have pre-printed [UPS Shipping Labels](#) for your shipment? *

Yes 

No

Optional: Enter tracking numbers separated by commas, to check if collection charges are prepaid.
(If you have return label tracking numbers, enter them here)

(Maximum 30 tracking Numbers)



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Book a Collection



5. Fill in your address for collection (as in the example below)

2 COLLECTION INFORMATION AND LOCATION

UPS Account Number:

Company or Name: *

Country or Territory:
Germany

Contact Name:

City: *

Street Address: *

Other Address Information:

Suite / Room:

Postal Code: *

Floor:

Telephone: * Ext.:

Residential Address

DROP OFF YOUR PACKAGE FOR FREE AT A NEARBY UPS ACCESS POINT™ LOCATION OR OTHER UPS SITE. [FIND LOCATIONS](#)



6. Fill in the Service And Package Information (as shown below)

3 SERVICE AND PACKAGE INFORMATION

Select the number of packages in your collection, as well as the UPS Services indicated by your UPS Shipping Labels.

Package(s) in Your Collection: Total Weight of Your Collection: * Kg.

UPS Services in Your Collection:

UPS Domestic Services ▼

- UPS Express Plus®
- UPS Express®
- UPS Express™ 12:00
- UPS Express Saver®
- UPS Standard®

UPS International Services ▼

- UPS Express Plus®
- UPS Express®
- UPS Express Saver®
- UPS Expedited
- UPS Standard®

UPS EU Transborder Services ▼

Does your collection contain:
Items that weigh more than 32 Kg.?

Yes

No

Only documents of no commercial value?

Yes

No



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Book a Collection



7. Choose **Collection Date And Time**

4 COLLECTION DATE AND TIME

Collection Date:
Wednesday, May 29, 2019

Earliest Collection Time: *
09 : 00 AM PM

Latest Collection Time: *
04 : 00 AM PM

Additional Collection Information
Preferred Collection Location:
Reception

Enter any special instructions to the UPS Driver:

Type in the return Tracking ID from the UPS Return label
Collection Reference:

5 COLLECTION NOTIFICATIONS [Show Collection Notifications](#)

Next



8. During the booking of return UPS might come up with a handling fee. If this happens please add UPS account **no. 35148Y**



9. Once the booking is done, place the box with the return label at the location you chose as **Preferred Collection Location**.

A white Tier1 Asset truck is shown on a road at sunset. The truck is moving away from the viewer, and the sun is low on the horizon, creating a bright glow and long shadows. The Tier1 Asset logo is visible on the side of the truck. The background shows a line of trees and a clear sky with some clouds.

Contact Tier1 Asset

Department of Logistics

logistik@tier1asset.com

+45 7025 0760



Return Address

Tier1 Asset A/S

Solvang 6, 3450

Allerød, Denmark