An aerial view of a busy warehouse packing station. Several workers in black shirts are positioned at long workstations equipped with laptops and various tools. In the background, a forklift operator is visible near a large shelving unit. The scene is filled with organized equipment and materials, illustrating a professional packing environment.

# Packing instructions

# **Single Boxes**

1.

# How to pack?

Step-by-step process



1. Open the box by cutting the black straps



2. When opening the box, find the label with the return address, the clampshell and placeholder for the cable



3. Place the laptop in the box in the clampshell and fold it.



4. Remove the white straps on one side of the box and fold it as a base. Leave the other side open to place the laptop.



5. Place the laptop in the box with the folded carton clampshell.



6. Put the placeholder on the top of the laptop.



7. Put the laptop cable in the placeholder



8. Seal the box. Check if it is well closed.



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.

## Important Considerations

### Note:

- Please make sure that the serial number on the pc is the same as the one on the return label. If not, please contact IT for help.
- If you are located outside EU you will receive a proforma invoice in the box. Please place it along with the box when sending.



2.

# How to book a collection?

Step-by-step process

# Book a Collection



1. Go to [www.ups.com](http://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 positioned on the right side of the frame, with its rear door open. The background features a bright sunset over a road that curves into the distance, with trees and a clear sky. The truck has the Tier1 Asset logo on its side, which includes a circular arrow icon and the letters 'T1A'.

## Contact Tier1 Asset

***Department of Logistics***

**[logistik@tier1asset.com](mailto:logistik@tier1asset.com)**

**+45 7025 0760**



***Return Address***

Tier1 Asset A/S

Solvang 6, 3450

Allerød, Denmark