

An aerial view of a busy warehouse. In the foreground, several workers in black shirts are seated at long workstations equipped with laptops and various tools. To the right, a worker is operating a red and black forklift. Further back, another worker is pushing a blue cart filled with boxes. The warehouse is filled with high industrial shelving units and numerous cardboard boxes. A large yellow semi-transparent banner is overlaid on the center of the image, containing the text.

Packing instructions
Smartphones
Single Boxes

1.

How to pack?

Step-by-step process



1. You will receive sealed box for your phone. Open the box by cutting the shipping label .



2. In the box you will find the label with the return shipping address and the packing instructions.



3. The clamshell is attached to the box. Open it, and place your phone cable inside.



4. Then, place the phone in the clamshell and secure it by folding it.



5. Close the clamshell with the phone by folding it on the top of the cable.



6. Close the box, and secure it with the return shipping label. Stick the label on the top of the other one. 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 truck's side features the Tier1 Asset logo, which consists of a circular arrow icon, the letters 'T1', and the letter 'A'.

Contact Tier1 Asset

Department of Logistics

logistik@tier1asset.com

+45 7025 0760



Return Address

Tier1 Asset A/S

Solvang 6, 3450

Allerød, Denmark