

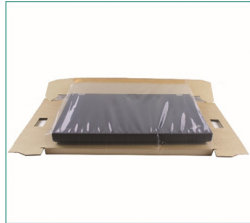
# 5 UNIT SINGLE BOXES

## HOW TO PACK

- 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.



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.

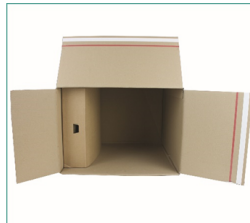


4. In the separator, place the laptop in the folded clamshell.



**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.**



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.

## BOOKING PROCEDURE

<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">1</div> <p style="color: white; margin-top: 5px;">Go to <a href="http://www.ups.com" style="color: white;">www.ups.com</a></p>	<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">2</div> <p style="color: white; margin-top: 5px;">Choose your location.</p>	<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">3</div> <p style="color: white; margin-top: 5px;">Click on "Shipping" and go to "Schedule a collection" You can also call UPS.</p>
<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">4</div> <p style="color: white; margin-top: 5px;">Fill in the "Shipping Label Questions"</p>	<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">5</div> <p style="color: white; margin-top: 5px;">Fill in your address for collection.</p>	<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">6</div> <p style="color: white; margin-top: 5px;">Fill in the "Service and Packaging information"</p>
<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">7</div> <p style="color: white; margin-top: 5px;">Choose "Collection date and time"</p>	<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">8</div> <p style="color: white; margin-top: 5px;">If UPS ads a handling fee please ad account no. 35148Y</p>	<div style="background-color: white; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">9</div> <p style="color: white; margin-top: 5px;">Put the return label on the box and place it on the chosen pick-up location.</p>

NON-EU CUSTOMERS ONLY:

- When shipping your equipment back to Tier1 Asset, please attach the invoice that comes inside the box to your package.

For more info check out the QR code

