

SINGLE BOXES - DESKTOPS

HOW TO PACK

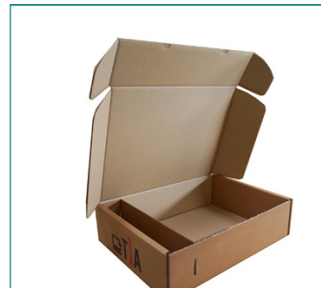
- Please make sure that the serial number on the PC is the same as the one on the return label. If not, please contact IT for help.
- Use the clamshell in case you have mini form factor desktops, in order to secure when shipping.



1. You will receive a sealed box for your desktop. Open the box by cutting the tape.



2. In the box you will find the return address label, a clamshell*, recycled paper and the packing instructions.



3. Open the box, and place the cable in the small compartment, the desktop in the big compartment.

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.



4. Make sure to secure well with paper. Pay extra attention to the edges.



5. Close the box with the wings inside it.



6. Secure with tape similarly to the way when you received the box empty.



7. Place the return shipping label on the top of the shipping address. The return address is:
Solvang 6,
3450 Allerød, Denmark.

BOOKING PROCEDURE

- 1 Go to www.ups.com
- 2 Choose your location.
- 3 Click on "Shipping" and go to "Schedule a collection" You can also call UPS.
- 4 Fill in the "Shipping Label Questions"
- 5 Fill in your address for collection.
- 6 Fill in the "Service and Packaging information"
- 7 Choose "Collection date and time"
- 8 If UPS ads a handling fee please ad account no. 35148Y
- 9 Put the return label on the box and place it on the chosen pick-up location.

NON-EU CUSTOMERS ONLY:

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

For more info check out the QR code

