

SINGLE BOXES - DESKTOPS

HOW TO PACK



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



2. In the box you will find an address return label, recycled paper and packing instructions. If outside EU, you will also find 2 commercial invoices*.



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



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 adds a shipping fee please add 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 one of the invoices that came inside the box to your parcel, and hand the other copy of the invoice to the UPS courier who collects the parcel.