

SINGLE BOXES - MONITORS

HOW TO PACK



1. Open the box by cutting the black straps.



2. Inside the box, find a return address label, bubble wrap and recycled paper for wrapping.



3. Secure the monitor with the bubble wrap as shown in the picture.



4. Cover the bottom of the box with recycled paper.



5. Place the monitor in the box with the screen facing down. Make sure to secure the edges of the monitor with bubble wrap or recycled paper.




6. Cover the top of the monitor with recycled paper. Make sure all edges are well protected. Put the cable on top.



7. Close the box securely with tape. Stick the return address label on the top of the shipping address label.

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.