



RETURNS COVER SHEET

Contact Name
Department
Company
Telephone Number
Fax Number
E-Mail Address

Delivery Address		Invoice Address	
FAO:		FAO:	

Tel
Fax
E-Mail

Tel
Fax
E-Mail

Your Order Number
Your Order Date
Your VAT Number*

*Only required for companies and organisations within the EU

Item #	Description	Serial Number
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Continue on separate sheet if required...

Please note below the reasons for the return of the instrument (ie, fault symptoms, upgrades required, calibration required, extra accessories), along with any other details which may be useful. Continue on a separate sheet if required.

Please indicate if you have a preferred return method, along with the account number we should use:

Please sign and date to confirm that the information entered above is correct and that you have received authorisation from PPM Technology to return the equipment.

Signed _____ Date _____

Please sign and date to confirm that you have read and agree to the Terms and Conditions of returning equipment to PPM Technology as outlined on Page 2. Failure to follow these Terms and Conditions may incur extra costs and delay the processing of the equipment.

Signed _____ Date _____



TERMS FOR RETURNING EQUIPMENT FOR SERVICING & REPAIR

Returned goods accompanied with incomplete or incorrectly filled-in *Cover Sheets* will not be dealt with until all the relevant information is available. Please ensure that all the required information is filled in. In particular, if you are returning your instrument via an agent or distributor or are being invoiced separately by an agent or distributor for the instrument, please include the order number/reference code you use with the agent or reseller; the agent or reseller name as well as your order number with us.

PPM Technology Limited has received authorisation from the *H.M. Revenue & Customs* in the UK to use the *Simplified Inward Processing Relief (IPR) Scheme* when importing goods from outside the European Community for Servicing and/or Repair. This facility, which enables us to obtain Duty Relief on those Goods, is conditional upon our strict adherence to various procedures specified by *H.M. Revenue & Customs* in our Approval. In addition we must submit detailed Returns to *H.M. Revenue & Customs* indicating what Goods have been imported/re-exported back to customers or scrapped accordingly.

In order to comply with those requirements we ask all our non-EU customers to follow the procedure outlined below:

1. Contact us prior to returning any goods to obtain a *Returns Reference Number*.
2. Ensure that your selected courier is aware of our requirements for *UK Customs Clearance*.
3. Enclose a *Commercial Invoice* with each shipment:
 - A clear heading stating:
'Invoice for Customs Purposes Only - Goods returned to UK for Servicing and/or Repair. No Commercial Value'
 - State a realistic *Fair Market Value* for the returned goods:
'Value for Customs Purposes Only = £.....'
 - *Declare* the following:
'Import of these Goods into the UK is covered by the Simplified Inward Processing Relief & Customs Procedure Code: 51 00 001.'
 - You must state exactly what goods are being returned including Serial Numbers etc.. Against each item please show the appropriate *Customs Commodity Code*:
 - » Formaldemeter, Glutaraldemeter, SAS or PPMonitor
UK Commodity Code=9027101000
 - » Base Unit, AMS-2, SPC-1 or Other Accessories
UK Commodity Code=9027908000

Returned goods must be **'DDP PPM Technology Ltd.'** and comply with the new IPR procedures as stated here. Failure to comply may slow down the processing of your repair and incur higher costs.

Delivery Duty Paid (DDP): When you return goods to *PPM Technology Ltd.* you accept responsibility for all of the expenses, which include the cargo insurance, import customs clearance, and payment of customs duties and taxes at the United Kingdom point of entry, and the delivery of goods to the final point at PPM Technology's premises. You may opt not to insure your goods at your own risk.

www.ppm-technology.com