



## HOW TO PACK



1. You will receive sealed box for your tablet. Open the box by cutting the shipping label .



2. In the box you will find the label with the return shipping address and the packing instructions.



3. The clamshell is attached to the box. Open it, and place your tablet cable inside.



**Batteries MUST be contained inside the machines when transported.**  
Swollen or non-functioning batteries are not allowed to be part of the shipment. Please remove before shipping.



4. Then, place the tablet in the clamshell and secure it by folding it.



5. Close the clamshell with the tablet by folding it on the top of the cable.



6. Close the box, and secure it with the return shipping label. Stick the label on the top of the other one. The return address is: **Solvang 6, 3450 Allerød, Denmark.**

## BOOKING PROCEDURE

1

Go to [www.ups.com](http://www.ups.com)



2

In the upper right corner, choose your Country and Language

3

Click on Shipping and choose Schedule a Pickup. You can also call UPS

4

Always fill in your return tracking code

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.