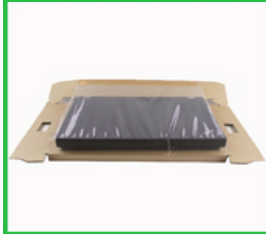




HOW TO PACK



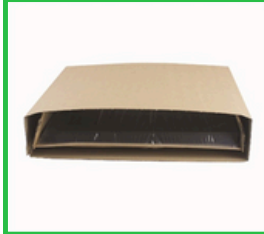
1. You will receive a box with 5 separators, 5 clamshells for laptops, label with the return address, a placeholder for the cables.



2. Place each laptop in the clamshell and fold the sides down



3. Then fold the other sides up.



4. In the separator, place the laptop in the folded clamshell.



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.



5. Then, place the laptop in the box as shown in the picture above



6. Repeat this process with the rest of the laptops.



7. Cover the top of the laptops with the placeholder, and put the cables in the remaining space.



8. Remove the white and red straps and seal the box. Check if it is well closed. Use tape if need be.



9. Stick the return address 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

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.