

# SINGLE BOXES - LAPTOPS



## HOW TO PACK



1. Open the box by pulling the cardboard strip at the end of the box.



2. When opening the box, find the label with the return address, the clamshell and placeholder for the cable



3. Place the laptop in the clamshell and fold it.



4. Remove the white straps on one side of the box and fold it as a base. Leave the other side open to place the laptop.



5. Place the laptop in the box with the folded carton clamshell.



6. Put the placeholder on the top of the laptop.



7. Put the laptop cable in the placeholder



8. Seal the box. Check if it is well closed.



9. Place the return address on top of the shipping address. The return address is Solvang 6, 3450 Allerød, Denmark.



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.

## 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.