

Returns Form

Your Details
Company/Institution:
Address:

Contact Name:
Tel.
Email:

Please tick one box only and enter details. Failure to complete this form may delay processing of your repair/return,

Tick Box.

Goods being returned for Repair.

Support Ticket Ref:
Serial Number(s) of Equipment returned.
GDS Contact responsible:
Description of Fault/Reason for Return:

Goods being returned for Service and Recalibration.

Support Ticket Ref:
Serial Number(s) of Equipment returned.
GDS Contact responsible:
Reason for Return:

Return of Goods for Credit (To be agreed with GDS in Advance).

Support Ticket Ref:
Serial Number(s) of Equipment returned.
GDS Contact responsible:
Reason for Return:

Return of Items Supplied on Loan.

Support Ticket Ref:
Serial Number(s) of Equipment returned.
GDS Contact responsible:
Reason for Return:

CUSTOMS REQUIREMENTS FOR ITEMS SENT TO GDS FOR WARRANTY OR NON WARRANTY REPAIRS

In accordance with UK customs, any item or items that are sent to GDS from outside the UK and EU that are to be returned to the customer once repaired, must be sent to GDS with the correct customs codes and paperwork. Follow the procedure below to ensure import duty is not charged unnecessarily, and to speed up the entry process helping to ensure the item is returned as quickly as possible.

1. Please advise your shipping company that they will need to raise a custom entry document (C88) which must accompany the goods.
2. **Commodity Code No**

Provide your shipping company with the correct commodity code for the item you are returning:

Item	Commodity Code
GDS Pressure Controllers (all types)	90262020
Measuring and Checking instruments, appliances and machines	90318080

If you feel that there is not a relevant code for the products that you are returning please contact GDS.

3. **CPC Number (Customs Procedure Code) = 510001**

Provide your shipping company with the CPC Number of **510001**, this verifies that the item is being returned for repair and has no commercial value.

Please note that the customs invoice / dispatch documents should also clearly state: **“Goods being returned to manufacturer for repair – No Commercial value”**.

We will require a commercial invoice on headed paper.

4. **Return Address**

Please address all returned items as follows:

Returns
GDS Instruments
Unit 30-32 Murrell Green Business Park
London Road
Hook
Hampshire
RG27 9GR
United Kingdom

Contact Telephone: + 44 (0)1256 382450

If there are any queries regarding this matter please do not hesitate in contacting GDS.

Notes: - Please also ensure that your goods are **packed carefully and securely as damage that occurs during transit is not covered by our warranty and may be chargeable**. *GDS Instruments reserves the right to charge the customer for time spent rectifying incorrect customs documents.*

