

GOODS RETURNS FORM

GRN No

(Please forward a copy of the completed form, along with any shipping documentation (ie, AWB & Commercial Invoice) to helen@gdsinstruments.com). This will assist with customs clearance.

<p>Your Details Company/Institution: Address:</p> <p>Contact Name: Tel. Email:</p>

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

Tick Box.

<input type="checkbox"/>	<p>Goods being returned for <u>Repair</u>.</p> <p>Support Ticket Ref: Serial Number(s) of Equipment returned. GDS Contact responsible: Description of Fault/Reason for Return:</p>
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<input type="checkbox"/>	<p>Goods being returned for <u>Warranty Replacement</u>.</p> <p>Support Ticket Ref: Serial Number(s) of Equipment returned. GDS Contact responsible: Description of Fault/Reason for Return:</p>
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<input type="checkbox"/>	<p>Goods being returned for <u>Service and Recalibration</u>.</p> <p>Support Ticket Ref: Serial Number(s) of Equipment returned. GDS Contact responsible: Reason for Return:</p>
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Return of Goods for Replacement (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)	90248019
Measuring and Checking instruments, appliances and machines	90249000

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) = 40000000**
 Please provide your shipping company with the CPC Number of **4000000**.

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, please also include your GRN No on all labels:
 Returns – GRN No
 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.*

