

Returns Instructions

Instructions for the Return of Shaw Moisture Meters Equipment for Recalibration, Repair or Warranty from Non-EC Countries.

Goods may be returned to our works at **Len Shaw Building, Bolton Lane, Bradford BD2 1AF England** either by Courier or Airfreight. Invoicing instructions apply to all methods and must be strictly complied with to allow Duty/Tax Free Temporary Admission to the United Kingdom. **Shipment by courier direct to the above below is the advised method.**

1a. **Shipments by Courier** should be despatched directly to us at the above address. Pro-forma invoice should be faxed to George Baker at Shaw Moisture Meters on +44(0)1274 370151 or email GeorgeBaker@shawmeters.com.

1b. **Airfreight consignments** must show Leeds/Bradford Airport (LBA) as the airport of destination on the Air Waybill and be consigned to Shaw Moisture Meters c/o Kerry Logistics Ltd., Leeds/Bradford Airport (LBA) and to no other UK airport. Failure to comply with this request will considerably increase handling/delivery charges in the UK which will be added to your costs.

To allow prompt customs clearance, please fax flight or courier/shipment details and a copy of the pro-forma invoice directly to Kerry Logistics Ltd. on +44(0)113 250 8391.

Pro-Forma Details

2. **All consignments (Airfreight or Courier) must be accompanied by a Pro-Forma invoice** which should be attached to the Air Waybill with a copy fixed to the outside of the packages and a copy inside the carton.

The pro-forma invoice must contain the following information and declaration:

- A. Full description of the goods (as per Shaw catalogue) with instrument/serial numbers for customs identification purposes.
- B. Value for customs purposes.
- C. The following declaration:-
“Goods temporarily returned to manufacturers for recalibration/repair, Customs Procedure Code 5100000 (Economic Code 30(4)). They will remain in our ownership throughout.”
Control Officer: HM Customs and Excise, International Trade, Fitz Roy House, Castle Meadow Road, Nottingham NG2 1BD.

3. Failure to comply with the above instructions could lead to additional clearance costs which will be charged on the repair invoice.