

INSTRUCTIONS FOR PACKING EQUIPMENT

When shipping Goods back to Sciencetech for return, exchange or service, follow the instructions below:

1 Make your Equipment Safe to Return

Returned equipment must be made safe before returning.

- a) Remove all lamps and place the lamps in their original packing boxes. If you do not have the original lamp packaging please contact Sciencetech for help, in many cases the lamp does not have to be returned.
- b) Lamp house cathode wires should be tie-wrapped, or taped down to an inside rod or hole before packing the equipment to be returned.

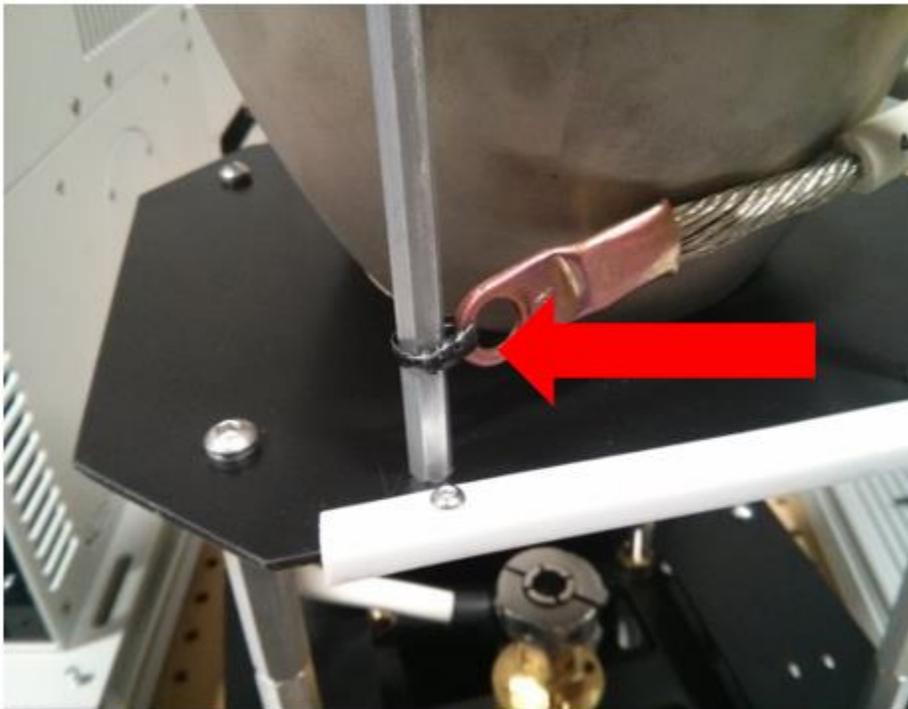


Figure 1 Example of Cathode wire secured with a tie before shipping

2 Select Packaging

- a) If your equipment was delivered in a wooden crate it should be returned in a wooden crate to Sciencetech.
- b) If your equipment was delivered in a box it can be returned in a box.
- c) If only a sub-set or portion of the original equipment is being returned it may usually be returned in a box.

2.1 Packing Equipment:

1. Be sure to select a Box that suits the product. Too big of a box will cost more money to ship. Too small and components will be cramped together, risking damage. If the goods are heavy, consider a corrugated or double-walled box. If using a crate ensure the crate is sound and is acceptable for international shipment. Crates must be marked with I.P.P.C as shown here:



2. Prepare a soft piece of foam for the bottom of the shipping container. If you still have Sciencetech's packing material, it is advised to use it. If not, it is highly recommended to cut out a shape of the goods so that the equipment can rest inside. This will serve the purpose of protecting the equipment, while safely securing it in the box.



3. Place the foam at the bottom of the shipping container. Foam should be cut to the correct size of the shipping container and tight enough that it cannot move during shipping.





4. Wrap the goods in a plastic bag and tape shut so that no dust or packing material will find its way in.



5. The equipment should sit in the difficult to move around.

foam groove and should be



6. Secure the goods in place by placing foam around the edges. If there are any knobs or delicate pieces protruding from the edges, be sure to cut holes in the foam to accommodate them.

7. If there are any components or accessories to ship as well, make sure they are all individually wrapped in bags and properly sealed.



8. Wrap small components and accessories in bubble wrap to protect them from unpredictable shifts during shipping and, most importantly, from damaging each other.

9. If placing components or accessories in the shipping container with a larger piece of equipment, separate them with a layer of foam or bubble wrap.



10. Place lighter components or accessories on top of heavier equipment.



11. Fill empty spaces with peanuts or packing paper. Before closing the shipping container, ensure parts to move or rattle around during

shipping.

12. Make sure to include at least two fragile stickers, indicating the correct orientation of the shipping container. If you do not have access to Fragile stickers it is recommended that you create your own by writing FRAGILE in large letters on a white sheet of paper. Draw an arrow on the paper and 'this side up' to indicate what side of the container should stay up. Use packing tape to apply at least 2 homemade fragile stickers to the shipping container



13. Using a marker please write your RMA number in large letters on the outside of the package

2.2 Closing the Shipping Container

1. Place a packing list inside the shipping container, on top of all the internal packaging.
- Provide example of packing list

2. Seal boxes with packing tape. A strip on each end and several strips down the center may be necessary.

Crates should be secured with screws where possible instead of nails.



3 Shipping Documents and Address

1. For international shipments the following documents must be included and packaged on the outside of the box:
 - a. Commercial invoice
 - b. Original Certificate of Origin

These documents may be enclosed in a clear plastic bag and taped to the outside of the shipping container

Your carrier document may also be included in the external clear envelope.



2. If you are arranging the shipment, please use the following return address and contact

Sciencetech Inc.

Attention: Returns

1450 Global Drive

London ON N6N 1R3

Canada

Tel. [+1 \(519\) 644-0135](tel:+15196440135)