

<b>(Company) name/contact person</b>			
Street and number			
Zipcode + town (UK => postal city)			
Country			
Phone			
Cellphone/mobile			
E-mail			
Intra-community VAT number*			
<input type="checkbox"/> Private address or <input type="checkbox"/> business address** <= check box please			
<input type="checkbox"/> Please send back to UPS access point (check at the UPS website if there is one near you )			
If so, name & location of the UPS access point (we need it!): ↓ (and above your own address too)			
UPS access point:			
Equipment (please note body/lens/etc. separately)			
<b>Brand</b>	<b>Type</b>	<b>Serial number</b>	<b>deficiency</b> (define as clearly as possible, please don't suffice with 'check' or 'broken')
<b>Sent along</b>			
<input type="checkbox"/> lenscap/bodycap <input type="checkbox"/> strap/bag <input type="checkbox"/> negative/slide/print <input type="checkbox"/> other:			
<b>Comments</b>			
<b>Date</b>		<b>Signature</b>	

**Send this form with the equipment to:**

Mr. W van Manen (phone: +31 79 316 3339)  
 Dorpsstraat 81  
 2712 AD Zoetermeer  
 The Netherlands

**(do mention yourself as the sender of the parcel!!)**

We advise you to pack your parcel well; the equipment preferably wrapped in bubble foil within a box with plenty of filling material. We recommended you to send the parcel registered (and insured if desired).

\*only for **companies** within the EU.

\*\*You can also provide us with your business/at work address (where parcels can be delivered during regular business hours; that can be useful when there's normally nobody at home at your private address in the daytime. Please also mention **business name!**

**Note to our clients from outside the EU:**

When receiving parcels from outside the EU, Dutch companies have to pay 21% VAT of the declared value (refundable for us, so no problem) plus 12,50 Euros clearance cost. If the stated value is >240 Euros, besides the VAT and clearance costs, we also have to pay 4,5% import taxes. We therefore will not accept parcels with a stated value >240 Euros.