



ELECTRONICS

# NON-EU EQUIPMENT REPAIR / RETURN BOOKING IN FORM

(LMW REF : SF 0006b Issue : 1)

**PLEASE COMPLETE ALL SECTIONS OF THIS FORM & FOLLOW SHIPPING  
INSTRUCTIONS ON PAGE 2**

<b>Company/Agency/Force</b>			
<b>Contact Name</b>			
<b>Contact Information</b>	<b>Email</b>		
	<b>Phone</b>		
	<b>Fax</b>		
<b>Return Date</b>			
<b>Equipment Return Address</b>	<b>Billing Address</b> <i>(If different to the Return Address)</i>		

EQUIPMENT LIST	
Description & Serial Number	Reported Fault

*Note: Please provide as much information as possible and if required, please use additional sheets.*



ONCE THE FORM HAS BEEN COMPLETED, PLEASE SEND, WITH THE EQUIPMENT TO:

REPAIRS/RETURNS DEPARTMENT,  
LMW ELECTRONICS, LEESIDE, DESFORD, LEICESTERSHIRE. LE9 9FS UNITED KINGDOM

## **RETURN/REPAIR SHIPPING INSTRUCTIONS**

**PLEASE FOLLOW THE INSTRUCTIONS BELOW CAREFULLY.**

FAILURE TO DO SO MAY RESULT IN A DELAY IN THE RETURN OF THE GOODS BACK TO YOU AND WILL INCUR EXTRA COST WHICH YOU WILL BE CHARGEABLE FOR !

- 1) Ensure all boxes are clearly labelled “**FOR REPAIR AND RETURN ONLY**”.
- 2) Please complete all Commercial Invoices with the reason for shipping as “**CONTROLLED GOODS – FOR RETURN AND REPAIR AS TEMPORARY IMPORT**”
- 3) Please notify the courier that the goods are being shipped for repair.