



## ***Power Electronic Measurements Ltd***

Tel: +44 115 946 9657 / Fax: +44 115 946 8515 / Email: info@pemuk.com

### **PROCEDURE FOR RETURNING UNITS FOR REPAIR**

**IN ALL INSTANCES, PLEASE FIRST CONTACT PEM.**

#### **Commercial Invoices**

Please ensure that the commercial invoice contains the following information:

1. Our name and address which is

**Power Electronic Measurements Ltd  
Gloucester House,  
162 Wellington Street,  
Long Eaton,  
Nottingham,  
NG10 4HS  
UK**

2. The following statements:

- “These goods are of U.K. origin”
- “These goods are being returned for repair on a temporary basis under IPR suspension, No. **IP / 0904 / 795 / 18**.”

3. The correct commodity code for our goods which is **9030333090**

4. A realistic value for the goods. We recommend £250 (or \$400) for a CWT unit and £125 (or \$200) for an RCT unit as being a fair estimate bearing in mind age and wear/damage.

5. Your name, address, email address and telephone number.

#### **Airwaybills**

Please use a reputable courier such as FedEx or UPS. Do NOT put units in the post as they will not be properly declared, and will not be traceable if they go missing.

In the box headed “description of goods” please put “Electronic measuring equipment being returned for repair under IPR No. **IP / 0904 / 795 / 18**”.

By following these instructions, the goods will come into the country without delay and without duty being charged.

When we receive the units into our workshop we will examine them and contact you as soon as possible with our findings and a quotation. We will then await your approval before proceeding with any work.

If you require any further information or have any questions please do not hesitate to contact us.

Best regards

Kim Hennessey-Hunt,  
Office Manager