

## **Import / Export Procedure for outside Europe**

Your country is not a member of the EEC, therefore items you send to us are classed as **Imports and Exports**. We have a procedure called **IPR** (Inward Processing Relief) which means that you can send units to us to be repaired without having to pay import / export duty or tax. There is a flat £30 handling fee to use IPR which we will pay on your behalf and add to the cost of your repairs.

To use IPR you must make sure that the **ALL** paperwork is marked with the following:

**“For repair and return. Please enter for IPR using simplified IPR**

**CPC=5100001**

**Economic code = 30(4).**

**HS code = 8504 40 30 90”**

Couriers will normally expect a shipping invoice to accompany the item, an example is shown below:

<b>SHIPPING INVOICE</b>	
<b>DATE</b>	02 November XXXX
<b>SHIPPED FROM</b>	Mr A Jones 10 ABC Street USA  Tel : 555 XXXXXX
<b>DELIVER TO</b>	Advance Product Services Ltd. 30 Freemans Way Harrogate Business Park Harrogate North Yorkshire HG3 1DH UK  Tel +44 1423 812980
<b>CONTENTS</b>	<b>1 x Power Supply model XXX serial number XXX</b>  Notes:  For repair and re-export, <b>Please enter for IPR</b> Please use simplified IPR Equipment for repair in the UK then re-export  CPC = 5100001 Economic code = 30(4) HS code = 8504 40 30 90
<b>VALUE</b>	£500.00 GBP (you may state your own currency here and what you think the unit is worth)
<b>SIGNED</b>	Sign the form here

**IMPORTANT** - Failure to use IPR when sending units to us for repair will result in import duty and tax being charged by UK customs. These charges will depend on the declared value of your item and can be quite large. **These charges will be passed on to you if IPR is not used.**