

## Return of Equipment to Valeport

When returning equipment to Valeport for service / repair, please ensure the following is complied with:

1. Notify Valeport Limited of shipment via email and include shipping invoice / AWB details.
2. Ensure the following detail is included on shipping invoice:
  - Description of goods
  - Serial number
  - Correct value
  - Size and weight

**For shipment via airfreight to LHR, please consign to:**

Valeport Ltd  
St Peters Quay  
Totnes  
Devon  
TQ9 5EW  
UK

Attn: Logistics Department  
Tel: +44 (0)1803 869292

Notify Geodis FF United Kingdom Ltd  
Attn: John Clark  
Tel: 0044 (0) 208 8314236  
Email: john2clark@geodis.com

**For shipment via courier – DHL, UPS, Fed-Ex, TNT, please consign directly to:**

Valeport Ltd  
St Peters Quay  
Totnes  
Devon  
TQ9 5EW  
UK

Attn: Logistics Department  
Tel: +44 (0) 1803 869292  
Email: logistics@valeport.co.uk

**Please provide a copy of return export documentation to enable a prompt clearance through UK Customs.**

**\*\*Please remove ALL exhausted batteries before shipment\*\***