**Instructions for return shipment to Metronix for repair/upgrading AIRFREIGHT**

**Step 1:**

If you send back systems or other items to Metronix for repair or upgrading, you **MUST** declare the customs clearance as **”temporary export”**. With this declaration, you may avoid to pay double import tax for your goods, when the shipment is returned back to you again by us after repair.

You only pay import tax, in case if we use new spare or more expensive parts as replacement for the repair – or upgrade from 5 to 10 channels in example.

For any further import tax regulation, please contact by your local customs office.

**Step 2:**

Please inform us about the return shipment and send to us all shipment documents

(invoice, packing list) **BEFORE** shipment. We will check the documents.

Our system prices are registered by the German customs. Therefore please always mention the

**up-to-date customs value/ real customs value** for the goods.

Wrong declaration of the customs value can maybe cause difficulties by the customs.

Therefore we recommend to declare the used price of 50% for systems older than 2 years or 80% if the systems / sensors are younger than 2 years.

It is most likely that your forwarder is using the proforma invoice as insurance value in case the systems get lost.

**Step 3:**

Please instruct your forwarding agent or courier to ship the goods to our following customs broker:

**Metronix GmbH**

**c/o Schenker Deutschland AG**

**attn: Mr. Alf Wallis**

**Heinz-Peter-Piper-Str. 8**

**30855 Langenhagen**

**GERMANY**

**Phone: +49- 511-74 08 56 - 25**

**Fax : +49- 511-74 08 56 - 39**

[**alf.wallis@dbschenker.com**](mailto:alf.wallis@dbschenker.com)

[**www.dbschenker.com/de**](http://www.dbschenker.com/de)

Our customs broker will make the import customs clearance for us.

**Do NOT send directly to our office address. Schenker will immediately call us on arrival.**

If you follow all these instructions, the processing of the temporary import/export will be much easier for you and for us and any unnecessary costs will be avoided.

Attached to this instruction, you find the drafts how to create invoice and packing list for the return shipment.