PMOD/WRC - Shipping instructions

In order to avoid problems with the Customs Administration as well as unnecessary charges we recommend the below procedures when sending your instruments for calibration. Please note that details can vary from one country to the next.

Your local Customs
Please contact your local Customs Administration for correct VAT/Tax procedures when re-importing your instrument(s) after calibration.

Prepare your goods
Make sure the Dome/Lens/Window of the instrument is well-protected. Use original packing and a second padded cardboard box whenever possible.

Cables
Please include signal cables with your instruments.

Prepare your document(s)
The Sample “Proforma Invoice” (see page 2) may be used as a template. Insert your letterhead if you would like to associate the document with your company/lab.

Sent by
Insert your full address, department, name, zip code, country, and phone number.

Send to
PMOD / WRC
Calibration Center
Dorfstrasse 33
7260 Davos Dorf
Switzerland
Phone: +41 58 467 51 71 or / +41 58 467 51 11

Incoterm 2010
Please ship as DAP – Delivered at place- to avoid paying VAT/tax in Switzerland. On the DHL Airway Bill please tick “Destination duties/taxes – Receiver” (see below)! 

Shipment details
Add number of items, size (LxWxH), weight

Insurance
PMOD/WRC is not liable for any damage that might occur during transport. Generally, shipping companies offer extra insurance. Please tick “shipment insurance” on the Airway Bill (AWB). The amount should not exceed the total amount of the Proforma Invoice.

Express
Use Economy Service whenever you can. It is much cheaper but not always available.

Carrier
We recommend DHL Express, UPS, FedEx. In northern Europe, Post Priority is also a good alternative. Concerning customs administration and local agreements please use your local agent if you prefer.

Description of goods
Please specify the goods as one of the following: “Scientific instrument for measuring downwelling longwave irradiance” or “Scientific instrument to measure solar radiation respectively solar intensity”. If your instrument is not in this list, please describe.

Specify what you are going to send, how many items and the serial numbers.

Customs commodity code
9015.8000 (instruments such as: Surveying, hydrographic, oceanographic, hydrological, meteorological or geophysical instruments and appliances).

Country of origin
Please fill in the country where instruments were manufactured.

Value and Currency
Declare currency and the current market value for the instrument(s). Please do not use the purchasing price of the new instrument(s) in order to keep customs fees and VAT as low as possible.

Reason for Export
Scientific instrument – for calibration only. Temporary Export - Goods will return.

Copies
Attach 3 signed copies of the proforma invoice to the shipment.

Send your goods
Fill out an airway bill form (see page 3) for your local carrier or use their online services.

Account
In case you have no account with any shipping companies contact team-office@pmodwrc.ch for our DHL or FedEx account number.

Payer
Shipping and custom administrations fees have to be paid by the customer.

Return shipment
Return shipment is organized by PMOD/WRC.
Your letterhead

**PROFORMA INVOICE**

**SENT BY**
- Company name: Your company address ...
- Name/Department: ......
- Address: ......
- City/Postal Code: ......
- Country: ......
- Tel./Fax. No.: ......
- VAT Registration No.: ......

<table>
<thead>
<tr>
<th>PROFORMA INVOICE</th>
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<tbody>
<tr>
<td>SENT BY</td>
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<tr>
<td>Company name:</td>
</tr>
<tr>
<td>Name/Department:</td>
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<tr>
<td>Address:</td>
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<td>City/Postal Code:</td>
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<td>Country:</td>
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<td>Tel. No.:</td>
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<td>Fax. No.:</td>
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<td>VAT Registration No.:</td>
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</tbody>
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**SEND TO**
- Company name: Physikalisch-Meteorologisches Observatorium
- Department: Calibration Department
- Name: Irene Keller
- Address: Dorfstrasse 33
- City/Postal Code: CH-7260 Davos Dorf
- Country: Switzerland
- Tel. No.: +41 58 467 51 71/11
- Fax. No.: +41 58 467 51 00
- VAT Registration No.: CHE-106.932.948

<table>
<thead>
<tr>
<th>Full description of Goods</th>
<th>Customs Commodity Code</th>
<th>Country of Origin</th>
<th>Qty</th>
<th>Unit Value and Currency</th>
<th>Sub Tot Value &amp; Currency</th>
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</thead>
<tbody>
<tr>
<td>Scientific Instrument pyrgeometer for measuring downwelling longwave irradiance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Or: Scientific Instrument to measure solar radiation respectively solar intensity</td>
<td></td>
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</tr>
<tr>
<td>Precision Filter Radiometer PFR-08-N-001</td>
<td>9015.8000</td>
<td>Switzerland</td>
<td>1</td>
<td>500.00 CHF</td>
<td>500.00 CHF</td>
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<tr>
<td>Including cables</td>
<td></td>
<td></td>
<td>1</td>
<td>0.00 CHF</td>
<td>0.00 CHF</td>
</tr>
</tbody>
</table>

| Total value and Currency | 500.00 CHF |

**CARRIER**
- DHL Express

**Reason for Export**

Scientific instrument – for calibration only
Temporary export – Goods will return

Place and date: insert Place and Date
Signature: make 3 copies and sign here
Name: Your name

Version 2017
This is a Sample Airway Bill for DHL Express only. Please fill in the marked fields in order to send your instruments to PMOD/WRC.

If you have any questions or concerns, please contact us as soon as possible.

Phone: +41 58 467 51 71 (Irene Keller)
+41 58 467 51 11 (Administration team)

Fax: Tel. +41 58 467 51 00

E-mail: team-office@pmodwrc.ch