

**IMPORT – RETURN DELIVERY GUIDE FOR RETURNED MATERIAL**

Destination: ALLTEC Angewandte Laserlicht Technologie GmbH  
Dept. RMA (please add your corresponding RMA-Number)  
An der Trave 27-31  
23923 Selmsdorf, GERMANY

Dear customer,

In order to ensure a smooth customs clearance and avoid possible delay due to incomplete documents, we ask you to take care of our minimum requirements:

Issue of a Proforma-invoice with following details:

- ALLTEC item-no.
- Item description
- If applicable: Serial-Number
- Country of origin
- Number of goods
- Currency
- Realistic time value\*
- Price per unit
- Total amount
- Incoterm
- Our RMA number (which has to be enquired form our RMA team **BEFORE** goods are actually shipped)

\*Please use below formula for calculation of realistic time value for customs purposes:

<b><u>For goods returned under warranty</u></b>	<b><u>For goodwill returns</u></b>
If the part is younger than six months Time value = 50% of the original purchase price	If the part is younger than six months Time value = 100% of the original purchase price
If the part is younger than one year: Time value = 45% of the original purchase price	If the part is younger than one year: Time value = 75% of the original purchase price
If the part is younger than two years: Time value = 40% of the original purchase price	If the part is younger than two years: Time value = 1/2 of the original purchase price
If the part is younger than three years: Time value = 35% of the original purchase price	If the part is younger than three years: Time value = 1/3 of the original purchase price
If the part is younger than four years: Time value = 30% of the original purchase price	If the part is younger than four years: Time value = 1/4 of the original purchase price
etc.	etc.

We kindly ask you to use one of our preferred transportation companies: FedEx, UPS, TNT, DHL, Dachser, or Expeditors.

Please provide copies of shipping documents to:

[vti\\_lbu\\_rma@alltec-laser.com](mailto:vti_lbu_rma@alltec-laser.com)

Thank you in advance for kind assistance and compliance with German laws and regulations.

Your **ALLTEC RMA TEAM**

02/2018