



CMR Calibration

Calibration and Sales of Accelerometers, Charge Amplifiers, Vibration Control Equipment, Vibration Analysers, Sound Level Meters, Harm Meters, Impulse Hammers, Optical Tachometers, General Electronic Instrumentation, Pressure, Vacuum, Torque, Weights & Scales, Calibrators, Temperature and Mechanical Instrumentation.

CMR

11 Frensham Road
Sweetbriar Industrial Estate
Norwich
Norfolk
NR3 2BT
T 0044 (0)1603 279557
F 0044 (0)1603 278008
support@cmrcalibrate.co.uk
www.cmrcalibrate.co.uk

Instructions for returning equipment for calibration to Calibration Maintenance & Repair Ltd for customers outside the UK

When returning items to us for calibration, customs procedures both importing and exporting from the UK have changed due to Brexit. To mitigate any issues we now have a procedure that you must follow.

Please contact us by email (preferred option) imports@cmrcalibrate.co.uk or support@cmrcalibrate.co.uk or telephone (+44) (0)1603 279557, we will assist you with the returns procedure.

You will be given a Returns Number (RN) and this will be logged onto our database. You must not return equipment to Calibration Maintenance & Repair Ltd without this Returns Number which should be noted on your paperwork.

Shipping details for Temporary Returns

The paperwork required to send equipment for calibration to Calibration Maintenance & Repair is 4 copies of a Commercial Invoice with the following details on your official letterhead



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- Your company name and contact details (telephone number, email)
Please state our Inward Processing Authorisation Reference (IPR) IP/0922/987/26
CPC Code 5100A04
Commodity Codes for each item (we can advise if necessary)
Describe the goods and reason for return for example -
"PCB 352C02 Accelerometer S/N. P22XX for service/calibration in the UK"
Purchase value of the goods being sent to us, itemised for each Commodity Code
State that it is a "Temporary export to UK for repair".
Duration of calibration/service, say one week to three months (this period includes additional time in case equipment needs repairing)
Our address as the consignee:
Calibration Maintenance & Repair Ltd
11 Frensham Road
Sweetbriar Industrial Estate
Norwich
Norfolk
NR3 2BT
Tel: 01603 279557
imports@cmrcalibrate.co.uk as the contact email address

Customers in the EU, please include our VAT number and our EORI Number :

VAT - GB816481032
EORI GB816481032000





**Important - Please ensure you follow and carry out the instructions below. If you do not follow these instructions and the items are imported incorrectly, we may charge you accordingly any fees we may incur in getting the goods cleared through UK Customs and ultimately may have to refuse to accept the item you are sending in.**

Completing the Airwaybill:

1. In the Commodity Description box please write "Temporary import to the UK for repair - {and then enter the description and details of the equipment}".
2. If there is an export box marked "Temporary"; please tick this
3. If there is a box for payment of Duties & Taxes; **DO NOT** tick, please write "Temporary Import Only".
4. In any box that says further instructions or is blank, please write in block capital letters "TEMPORARY IMPORT INTO THE UK FOR REPAIR".
5. If possible when the courier collects the consignment from you, tell them verbally that it is a temporary export from your country to the UK for calibration/repair. If you use Fedex, they may give you a Control Label to put on the box.

Please be aware that having having incorrect information on your export documents can cause delays and extra charges due to UK customs. These charges and delays our outside of Calibration, Maintenance & Repair Ltd's control and can be mitigated by ensuring that paperwork is correct before exporting equipment.

Thank you for your co-operation, if you have any queries, please do not hesitate to contact us.

Calibration Maintenance & Repair Ltd

April 2021