



# GUIDELINES FOR SHIPPING SAMPLES TO SPECTRO BY COURIER OR POST

Please use this document to ensure that your samples are shipped correctly. By following these procedures your samples can be imported free of duty and VAT.

## By Courier

**In order to prevent delays shipments must be sent Inco terms DDP (Delivered Duty Paid). Shipments sent DAP (Duty At Place) will incur a recharge from Spectro.**

All shipping paperwork must clearly state:

- Description: "Sample(s) for Testing, destroyed after one month". Please specify the type of sample e.g. unrestricted oil / unrestricted hydraulic fluid / unrestricted fuel / unrestricted aircraft oil filter, together with the sample volume (which should be less than 250ml).
- A negligible value of "UK£1.00 / EUR €1.00 / SFr1.00 / US\$1.00" or "No Commercial Value"
- If you do not have a SAD (Single Administrative Document - Form C88) please add this information to your customs invoice or courier paperwork as follows:

Customs Procedure Code (CPC) = 40 00C33

Commodity code/description box = choose from the below list.

Description	Commodity Code	Description	Commodity Code
Used Engine Oil (60ml/100ml)	2710990090	Metal Debris	7205210000
Used Aviation Fuel / Jet Fuel	2710192100	Used Marine Diesel Oil	2710194790
Used Hydraulic Oil	3819000090	Used Transformer Oil	2710203200
Used Aircraft Engine Oil Filter	8803300099	Used Coolant Fluid	3820000090
Used Aircraft Engine Fuel Filter	8803300099		

- If you do have a SAD (Form C88) complete as follows:

In Box 33 Commodity Code = choose from the above list.

In Box 37 Procedure = 40 00C33

In Box 44 Additional Information = Sample(s) will be analysed within 48 hours of receipt and destroyed after one month

Please ensure that on each shipment you tick the box that indicates that all Transportation, Duties and Taxes are to be billed to the **Sender**.

## By Post

If shipping samples by post the Customs Declaration Form (CN23) or Sticker (CN22) must be used and clearly marked **Goods for test – relief claimed**.

## Important Notes

**Palace International Ltd (T/A Spectro) does not accept responsibility for delivery, shipping, importation, VAT or duty charged on samples sent to Spectro for analysis, unless agreed explicitly elsewhere in writing.**

- Samples are signed for unexamined and receipt can only be confirmed once a sample is 'booked-in' for analysis.
- Should the procedures above not be followed and/or if charges are forwarded to Spectro in error then the Company reserves the right, at its sole discretion to accept these charges and re-charge them to the shipper or their agent together with a Carriage Administration Charge.
- Analysis results may be withheld pending payment for these and/or other charges.