

**Sercel Beijing
Shipping Instructions**

Mar 2021

To whom it may concern,

Please follow these instructions while shipping goods for repair to Sercel Beijing.

Please return the goods for repair at the following address:

**SERCEL (BEIJING) TECHNOLOGICAL SERVICES CO., LTD.
ROOM 0-403, LIDO HOTEL, NO. 6, JIANGTAI ROAD,
CHAOYANG DISTRICT,
BEIJING, P.R.CHINA
POST CODE: 100016
E-mail: Beijing_Repair@sercel.com
Phone: +86 10 6437 1837
Contact person: Xu Fang**

Please ensure that all equipment is securely packed, if possible thank you to return the goods in the original packaging or high standard equivalent. If you send back "printed circuit board" without casing, please make sure the serial numbers are correctly marked on the boards, visible and in antistatic bag. The sender is liable for any damage or loss of the goods and for any expenses due to improper packing. Please ensure that the RMA is visible on the box or on the accompanying shipping documents.

Please specify any additional information that may help to identify and solve the problem as well as any special instructions for return, contacts (telephone, fax, e-mail) along with the shipment.

If you are not sure about any of the above please contact us.

Thank you for your kind co-operation with this matter and please inform all your staff that may be concerned.
