

Customer Shipping

Packing instructions

Please follow these instructions to ensure a smooth turnaround of your items -

- 1) Items should be packaged safely and securely
- 2) The total package size should not exceed 20kg in weight
- 3) Don't forget to include an equipment list detailing the contents of the package, including the serial numbers for each item. Download the equipment list template [here](#)
- 4) Send your items to the following address -

Calibration Select
Laboratory Delivery Point - P
Avery Weigh-Tronix
Foundry Lane
Birmingham
West Midlands
B66 2LP

Your items will be calibrated and returned in line with your selected turnaround time. Items will be returned using the agreed delivery method.

Alternatively, we can arrange return shipment for an additional charge of £30.00 per package sent. If you have arranged for a logistics supplier to collect the items from our site, please let us know the collection time and date so we can ensure your items are ready for collection.

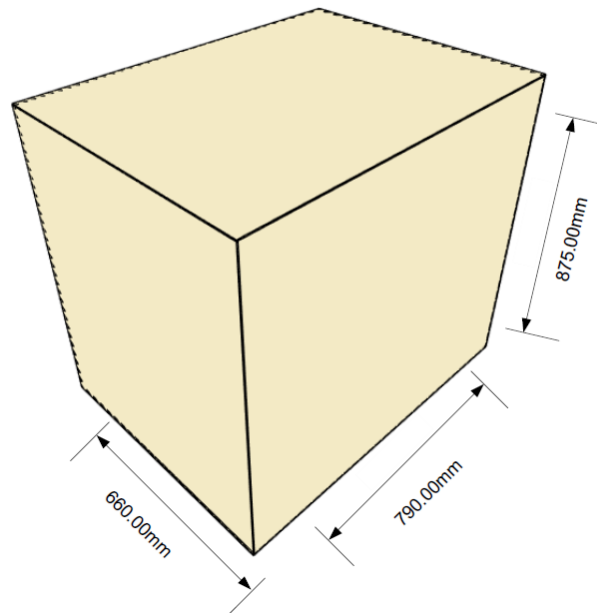
Technician Collection and Return Service

Packing and collection instructions

Please follow these instructions to ensure a smooth collection and turnaround of your items -

- 1) Ensure your items are collated and packaged prior to the technician's arrival for collection. Avery Weigh-Tronix will not be responsible for locating and packing your equipment
- 2) Items should be packaged safely and securely in a box no bigger than the dimensions noted below
- 3) Take care to ensure any sensitive items are wrapped suitably to avoid damage during transit. Small knocks to sensitive measuring equipment can have a profound effect on the equipment's performance
- 4) Don't forget to include an equipment list detailing the contents of the package, including the serial numbers for each item. Download the equipment list template [here](#)
- 5) Due to health and safety restrictions individual packages have a maximum accepted weight of 20kg. Any items packed incorrectly or exceeding 20kg will be refused collection with repacking required

Maximum accepted packaging dimensions



Please note, in order to request technician collection you will need to ensure a minimum of 8 items are collected. Collections are charged at a rate of £40 per package.

Customer Drop-off and Collection

Packaging and Delivery Instructions

Please follow these instructions to ensure a smooth turnaround of your items -

- 1) Items should be packaged safely and securely
- 2) The total package size should not exceed 20kg in weight
- 3) Don't forget to include an equipment list detailing the contents of the package including the serial numbers for each item. [Download the equipment list here](#)
- 4) The address for our Calibration Laboratory is -

Avery Weigh-Tronix
Foundry Lane
Birmingham
West Midlands
B66 2LP

- 5) On arrival, park in the visitors car park which is located on your left after passing through the security gates. Then head to the reception area to sign in.

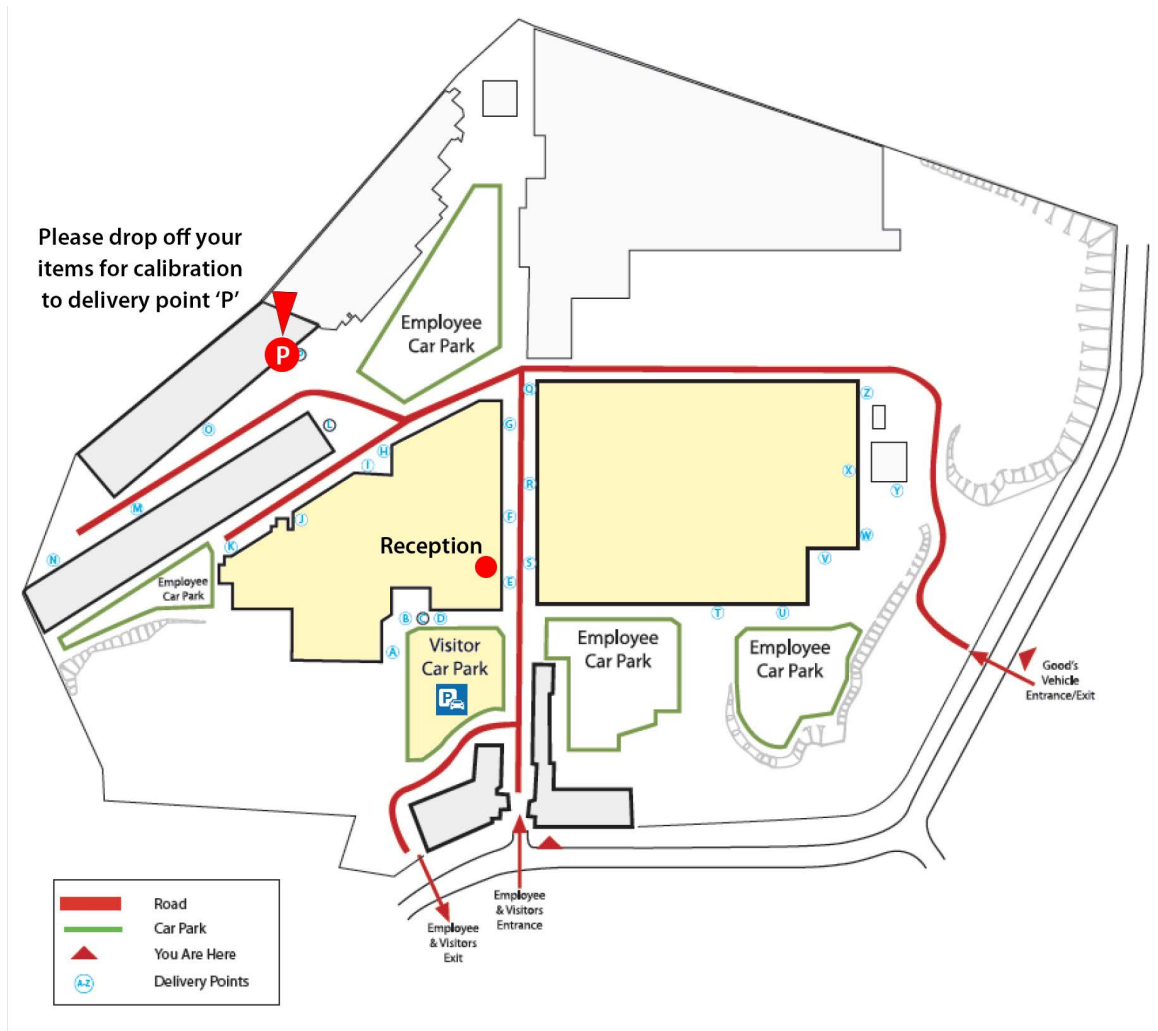
A map showing the location of the visitors car park, reception and delivery points is provided on the next page.

- 6) Avery Weigh-Tronix operates a zero harm policy and our site rules must be followed at all times. Please read our health and safety rules on the following page before you arrive on site.

Your items will be calibrated in-line with your chosen turnaround time before you are notified they are ready for collection.

If you need to speak to the Calibration Laboratory at any time, please contact us on:

Email: info@calibrationselect.co.uk
Phone: 0845 900 2244



In preparation for your visit to our head office, please familiarise yourself with our site rules.

Avery Weigh-Tronix operates a zero harm philosophy and we take health and safety very seriously. In the interest of your personal safety, please read and comply with the following rules for the duration of your visit.



1. Please park your vehicle in the visitor's car park. Do not park or load/unload your vehicle on any area marked with yellow or red lines.



2. The site speed limit is 15 mph. Anyone caught speeding will be removed from site.

3. When walking around the site, stay on designated walkways and adhere to pedestrian crossings.



4. In the event of an alarm, please leave the building immediately and go to the designated meeting point with your host. Please note, our alarms are tested every Tuesday morning at 10am.

5. If you notice an emergency situation while on site, please sound the nearest alarm.

6. In the event of an accident or emergency please inform your host or contact reception for assistance on 0121 568 1880. Please report all accidents and near misses to your host.



7. Do not leave the Calibration Laboratory unless accompanied by your host or a member of staff.

8. Do not enter any area where mandatory PPE signs are displayed without the appropriate equipment. PPE can be obtained from reception upon request.



9. Smoking on site is prohibited, except at designated smoking cabins.

By signing your visitor's badge you are agreeing to adhere to the site rules of Avery Weigh-Tronix. Failure to comply will result in your removal from our site.

Thank you for your cooperation, we wish you a safe visit.