

Directions:

Items shipped to the Foundation for test must be returned to the original shipper at their expense. Account information, shipper name, and shipping method must be provided on the following form. Items shipped to the Foundation without return shipping account information can be recycled at the discretion of the FieldComm Group if this information is not provided within 30 days after completion of a test campaign. The device and any accessories will be returned to the contact named on the following FF-298 document. The contact will be emailed concerning tracking information for their shipment as soon as it is scheduled with the carrier.

Under no circumstances will samples be kept or stored at FieldComm Group without prior approval from the test administrator or without written consent of their donation to FieldComm Group by the member company.

It is important that the account number provided on the following page is for shipments back to the member company. Some carriers provide different account numbers for outbound vs. inbound shipments (and likewise, imports vs. exports).

All electronic parts and accessories shipped to FieldComm Group from anywhere outside of the United States must be accompanied with the appropriate customs information for the purposes of duties and taxes associated with imports and exports. All duties and taxes are the responsibility of the member company, not FieldComm Group. Shipper must note on the original shipping invoice that all duties and taxes are to be paid by the shipper (member company). FieldComm Group will note on return shipments that all duties and taxes are to be paid by the receiver (member company).

Items shipped from anywhere outside of the United States should be shipped as a “Temporary Export” to FieldComm Group for the purposes of testing. If the shipment is a “temporary export”, customs will expect that the items will be returned to the original shipper after testing is completed. This may reduce or even eliminate the duties and taxes associated with the shipment. Please consult with your company’s shipping department for more details and specific country requirements concerning the necessary paperwork and procedures to ship your items as a “Temporary Export”. Rules and regulations will vary by country, and we cannot provide those details.

Items should be returned via UPS, FedEx, or DHL whenever possible, since those are the carriers most capable of being scheduled for a pick up by this office.

Large items that ship via crate or pallet should be carefully packaged in a way that they can be returned using the same packing materials. FieldComm Group does not have a commercial shipping dock or a truck-height door, nor do we have strapping and banding materials and the supplies required to rebuild a crate or a pallet. Any crate or pallet shipped to FieldComm Group can be no larger than what will fit inside of a standard elevator door. Final Control Elements and other large items shipped for test should weigh less than 150 lbs. whenever possible. DHL will not pick up a shipment at our request for items that weigh more than 150 lbs. The original shipper would be required to schedule the shipment for pick up and export under those circumstances.

FieldComm Group

Form FF-298 Device Shipping Information



DIRECTIONS: Submit only one form per test campaign. Please email this form to the address of the current Foundation test administrator, or send the form to via Fax: 1-512-794-8893, ATTN: Test Technician.

Return Shipping Address and Contact Information

Company Name: _____ Contact's Name: _____
 Address: _____ Contact's Email: _____
 _____ Contact's Phone: _____
 City, State, Zip: _____ Country: _____

Product Descriptions

Name and Model Information	Description/Function	Serial Number	Customs / Harmonization / Schedule B Code	Customs Value	Weight	Country of Origin	Temporary Import? (Yes or No)
Example: <i>Company X 9099-FF</i>	<i>Coriolis Mass Flowmeter</i>	<i>BR54970209878768</i>	<i>9026.10.5000</i>	<i>\$1000</i>	<i>10 lbs.</i>	<i>Germany</i>	<i>YES</i>

Shipper _____ Return Account Number: _____ (DHL return account numbers always start with 96 or 97)

Member is responsible for shipping test samples and associated components **both directions**. Samples provided without return shipping information can be recycled at the discretion of the FieldComm Group if return shipping information is not provided within 30 days after the close of a test campaign. Samples will not be kept without prior written approval or donation from the member company.

Client is responsible for all duties and taxes. Items shipped to FieldComm Group must be marked as "duties and taxes paid by shipper", and items returned to the member will be marked "duties and taxes paid by receiver". Please read the instruction page for more details.