

The goods must be delivered **carriage paid** to **Sefco AG, Workshop Sundgauerstrasse 1, CH-4106 Therwil** (Switzerland).

Wooden packings from outside Europe and Portugal have to fulfil the ISPM 15 standard.

1. Orders for repair, worth of goods under CHF 5'000.-

- 1.1 Issue a proforma-invoice addressed to Sefco AG, on paper with your company's letter head, including the following information:
 - Description of the goods
 - BTN no.: pump up to 100 kg 8413.7030
 pump from 101 until 1000 kg 8413.7020
 pump over 1000 kg 8413.7010
 - Description of the order: Kind of repair, tests...
 - Worth of the goods
 - Weight
 - Sefco's value-added tax number: CHE-107.911.908 VAT
- 1.2 Arrange the delivery with a shipping agent **carriage paid** to Therwil (franco domicile, delivered duty paid).
- 1.3 Advise Sefco (mailto:service@sefco.ch) of the shipping, enclosed a copy of the proforma invoice.

2. Orders for repair, worth of goods more than CHF 5'000.-

- 2.1 Issue a proforma-invoice addressed to Sefco AG, on paper with your company's letter-head including the following information:
 - Description of the goods
 - BTN no.: same as above
 - Description of the order: Kind of repair, tests...
 - Worth of goods
 - Weight
 - Sefco's value-added tax number: CHE-107.911.908 VAT
- 2.2 Arrange the delivery with a shipping agent, with the following specifications:
 - Delivery of the goods **carriage paid** to Sefco, Therwil
 - Pump to be send back by using the **customs declaration for temporary admission (CDTA) form no.11.73** (to be issued at the Swiss boarder)
- 2.3 Advise Sefco (mailto:service@sefco.ch) of the shipping, enclosed a copy of the proforma-invoice.
- 2.4 The renewed exportation of the repaired goods has to be carried out by the same shipping agent in order to cancel this temporary admission.

Please note that the non-observance of these formalities results in the refusal of the goods by Sefco AG.