



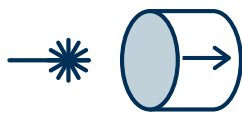
Preparation of transparent samples (crystals, prisms, windows, etc.)

The rear surface of transparent or anti-reflective (AR) coated samples should be polished. Never leave it matte. Otherwise, laser-induced damage threshold (LIDT) will be limited by the rear surface and the test results might be inconclusive.

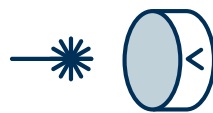
The rear surface of the transparent or anti-reflective (AR) coated samples **should not be** coated **with highly-reflective** (HR) coating. Reflections from the rear surface influence test results. Thus, the results of the main test surface (AR or transparent) might be inconclusive or inaccurate.

Sample thickness of the transmissive optical element (for instance AR coated substrates) is very important testing at fundamental harmonic (1ω). In order to avoid stimulated Brillouin backscattering, it should not exceed 1 cm. If it does, please contact your assistance manager to learn about difficulties and risks, which can happen during the LIDT testing.

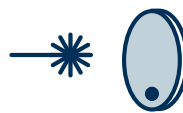
To save lead time and minimize the risk of error, please mark Your samples accordingly.



Laser propagation direction for crystals and thick samples



"V" mark pointing to entrance surface in case of standard optics



Dot "." or scratch at the bottom edge of the entrance surface in case of very thin samples



In case of different marking please include your drawing, otherwise random surface will be chosen for testing (when it is not possible to distinguish).



Cleaning and handling

Each sample is unpacked in the clean room. If the unpacked sample is dusty, the specks of dust are blown-off by pressured air before testing. If you want your samples to be cleaned at Lidaris, please note it in the inquiry form.



Packing and labelling

Please be aware, that packing might affect test surface of the sample and influence laser-induced damage threshold test results. Please, avoid low-quality paper. Always use well-sealed boxes. If you are using shipping boxes with plastic membrane, put your sample in the holder, which ensures there is no contact between the test surface and the membrane. If you are not sure about packing choices, please contact Lidaris experts for advice.



Shipping address

Please use testing facility (not the registration) address for shipping:

UAB Lidaris
Sauletekio Al. 10,
LT-10223 Vilnius,
Lithuania, EU

To speed up sample registration procedure we kindly ask our customers to indicate sales order number on the shipping box.



Customs and import taxes for samples from non-EU countries

Please read carefully how to prepare appropriate documentation (next page) in order avoid any delays in customs due to miscommunication when shipping your samples for testing.

SHIPPING DOCUMENTATION



Customs documentation

When preparing shipping documentation, please follow these bits of advice in order to avoid any delays due to miscommunication at customs.

1. If possible, please name your invoice as **“Non-commercial invoice”** or **“Non-commercial invoice - for customs purposes only”** instead of “Commercial invoice”;
2. If possible, please define the content as **“Optical elements - for testing purposes only”**;
3. If samples should be returned, please include the sentence: **“samples will be returned to sender after testing”**.

Otherwise, customs or logistics companies assume that we are buying samples from you with the intention to re-sell them. Thus, they apply the import procedure, which includes additional taxes. In that case, you will be contacted by customs officer or logistics company regarding additional taxes. Consequently, the samples will be delayed at customs.

Steps 1 to 3 help to identify your package correctly. Then the procedure, which is not a subject of additional import taxes, is applied (Relief from Customs Duty and VAT for goods imported from outside the European Union (EU) for examination, analysis or test purposes).

4. Samples (goods) of total value **below 22 EUR** typically reach our office without any warnings or delays. Only those whose value is higher than 22 EUR are the subject of additional inspection at customs. We fully understand that in some cases your samples have higher commercial value, which should be declared. However, as our mission is testing only, we cannot accept import taxes.

If (according to your internal rules) you have no other choice and need to declare a high commercial value of your samples, please mark **DDP option** (Delivered Duty Paid) when shipping samples. This will not cause additional delays. However, you most likely will be invoiced by logistics representative or EU customs officer.

Please, be aware, if you choose **DDU option** (Delivery Duty Unpaid) instead of DDP when shipping samples with a high declared value of the goods, some delays in the customs are expected. Clarifications with customs officer might take up to two weeks. Your samples will not be released from the custom until they will invoice You. To avoid delays, always choose DDP instead of DDU.

Sample return procedure



1. **Sample return option should be indicated in the inquiry form. Otherwise, the sample will be stored for a limited time* and consequently destroyed.**

2. Sample return procedure starts after a client receives testing results and confirms that samples can be shipped back. Email confirmation is required.

3. There are two sample return options:

- The sample can be returned by LIDARIS. Optimal shipping method will be selected. Shipping cost of 50 Eur will be added to the testing order.
- The sample can be returned via customer’s provided method. Return label must be provided.

Be aware, if shipment information (for instance return label) will not be provided on time, Your sample will be shipped using LIDARIS shipping method. An extra cost will be added to your order.

4. Please note, when samples are shipped back **the total value of the samples (goods) are stated to be below 22 EUR**. If you need to declare a higher value of the goods (despite the fact that they are most likely already damaged), please inform us before you confirm the return of the samples.

*for available sample storage times consult with Your assistance manager.

If you have further questions, contact your assistance manager and we will provide all the guidance you need for a smooth and uninterrupted shipping procedure.

