



NOTES FOR SMOOTH AND EASY SAMPLES SHIPPING

Please follow these bits of advice to avoid any delays due to miscommunication at customs.

1.

Please name your invoice as **“Non-commercial invoice”** or **“Non-commercial invoice - for customs purposes only”** instead of **“Commercial invoice”**;

2.

Please define the content as **“Optical elements - for testing purposes only”** or **“Test samples”**

• Otherwise, customs or logistics companies assume that LIDARIS is buying samples from you with the intention to re-sell them. In this case additional import taxes are applied (Customs Duty and VAT for goods imported from outside the European Union (EU)). As a result, samples will be delayed at customs and depending on situation customs clearance takes up to 2 weeks.

3.

The **total value** of samples (goods) should be **as low as possible**. Expensive parcels are more frequently and carefully inspected by customs. Also, some parcels can be re-opened to make sure declared goods match reality. Uncareful opening of the package increases the risk of surface contamination or even damage.

4.

Please always **indicate the DDP incoterms option** (Delivered Duty Paid) when shipping samples. Please remember **to also indicate DDP** in non-commercial invoices and other shipping documentation (such as waybills, notes for courier, and others). **If using UPS service**, please **indicate F/D** (Free Domicile), which is equivalent to DDP shipment.

5.

To speed up the communication regarding the parcel, please provide us with the contact information of the person responsible for logistics at your company.