

UPS Import

Instructions to send package to us, Spirit System

In case that you want to ship the package to us, you can use very fast carrier - UPS.
Delivery in 1 – 2 days.

When everything is ready, UPS driver will pick up the package at day and time you wish and which you can specify. Driver will arrive directly to your address.

In case that the operation will be considered as a Warranty Service, shipping cost will be reduced by 150 CZK (approx. 6 USD). Import shipping cost is individual for each country. For USA it is approximately 500 CZK. You will not pay anything, until the service is done.

Later you can use also our export shipping by UPS (or other carrier) which is cheaper.

PACKAGING

There are few requirements before you will start with packaging:

- Package should not weight more than 0.5Kg
- Package dimensions should be as small as possible, yet protected enough from possible damage.
- Using our white paper box with dimensions 18x14x4cm is the best solution.
In the worst case, you can use just Spirit box of the unit (paper box with Spirit logo).
If nothing else is available, use just a bubble foam.
- The package should not contain any label or code from any carrier.

DOCUMENTS (required)

Please send us your full address and telephone number to our email.
Also please send us reason why you want to send the package to us.
According to this, we will prepare a paperwork that should be printed by you.

You have to print 5x A4 papers:

- **2x UPS Label** (a paper with addresses and codes)
- **3x Invoice** (a paper with description of goods that will be shipped)

You will receive both documents as PDF file to your email.
When everything is printed, please sign UPS Labels.

When package and papers are prepared, please send us day and time, where package can be picked up.
It can be any working day and time range should be at least of 5 hours.
For example: Friday, 9 AM to 5 PM.

UPS PAK (optional)

When your package is prepared, there is possibility to use the UPS PAK which UPS driver can give you for free (when he will arrive). This is UPS foil pocket in which you can put nearly anything (your package). This foil will not protect the package from damaging (it is very thin), but when paper box is not too good, it is good way.



This pocket can be closed permanently as there is adhesive layer at the end.
Dimension of the pocket are: 16" x 12.75" (40 x 32 cm).

To get this UPS PAK, you can simply ask the UPS driver (he should have some in the car).

INVOICE POCKET (required)

Next thing you will need is an Invoice pocket. This is adhesive pocket that you can easily glue to your package or UPS PAK. Then you can insert all necessary documents (papers) inside. You can get this pocket from the UPS driver for free too, similarly as the UPS PAK.

In this pocket there should be **only 3 papers** - 1x UPS Label and 2x Invoice.
Rest of the papers will go together with driver.

SUMMARY

1. Prepare the package.
2. Send us your address, phone number and pickup time.
3. Print 5 papers (after you will receive the paper work).
4. Notify us, when you are ready for package pickup.
5. Give your package and 5 papers to the driver. Driver can do the rest, if you will ask for help.