



## ACS Industrial Services - Shipping Label

Following these **Packing Instructions** will help prevent shipping damage and ensure speedy processing of your repair.

1. Please write the Job Number in plain view on the outside of the box in 1 inch or larger numbers with a dark, heavy-line, marker.
2. Enclose a copy of the completed "Repair" form inside the box on top of the packaged item (be sure to keep a copy for your records).
3. Place the item in an anti-static bag if possible.
4. Wrap the item in several layers of bubble wrap (if not in a static bag, use anti static bubble wrap).
5. Put 3 inches (or more) of foam cushioning around the item on all 6 sides. Avoid using old newspaper or peanuts as packing material.
6. Heavy items (drives, power supplies, monitors, etc) should be double boxed with foam or peanuts between the two boxes.
7. Pack all boxes tightly. Your valuable item should not shift. A loosely packed box is the most common cause of shipping damage.
8. We recommend that you insure your package for the replacement value of the item.
9. Please Note: At ACS, the repair evaluation and repair quote is FREE. Once approved, there is a minimum repair charge of \$250 for each item we repair.

**Shipping Note:** For the speediest and most consistent deliveries to our facility we recommend UPS and FedEx Express (air, not ground). If the US Postal Service (USPS) is your carrier of choice, you may experience delays in delivery to our facility. We do not refuse deliveries from any carrier. This information is provided as a guideline only.

**Shipping Note:** For items over 100 pounds we recommend deliveries at our dock level via truck as most courier services cannot be used for heavy shipments.

**Shipping Fees:** ACS looks forward to providing an evaluation for repair at no charge. However, the shipping to and from the ACS facility is the customer's responsibility.

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### SHIP TO:

ACS Industrial Services, Inc.  
940 Tate Blvd SE, Suite 105  
Hickory, NC 28602