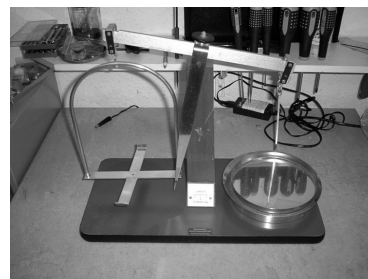


Step 1

Collect all the parts you're returning and make a note of them on the packing note provided.



Step 2

Dismantle all the main components of the balance. If you are able to remove the beam do so and tape it to a flat piece of card to help avoid damage to the pointer.



Step 3

If you can not remove the beam carefully wedge it in place using some bubble wrap.



Step 4

Wrap all parts individually in bubble wrap.

Step 5

Find a suitably stout box to pack the balance in, the box must be large enough for the items being returned including packing material. If you are returning weights with your balance please ensure they are also listed on the packing note and packed so as not to cause damage to the balance.

Make a bed of packing material in the base of the box, then place the balance onto it.

Add packing around the balance.

Place the loose item on top of the packing.

Take extra care when packing the beam as this part is fragile and expensive to repair.

Fill the remainder of the box with packing material.

Complete the packing note and place this in the box.

Seal the box and give it a gentle shake, if any of the items are loose add more packaging until the items can't move or bang into each other.



If you have any questions please contact us on +44 (0)1245 492986