

## Pick-Up Order

(29.9.2009)

### Where should the parcel be picked up ?

Name/ Clinic:	<input type="text"/>	Customer No.:	<input type="text"/>
	<input type="text"/>	Zip code:	<input type="text"/>
Street/ House No:	<input type="text"/>	Phone:	<input type="text"/>
Floor:	<input type="text"/>	Fax:	<input type="text"/>
City/ State:	<input type="text"/>	Country:	<input type="text"/>
Contact:	<input type="text"/>	E-mail:	<input type="text"/>

Full name (first and lastname) as contact required. (This e-mail address will be used to send you the air waybill as well as the proforma invoice that are necessary for the delivery.)

(The proforma invoice may be signed only by the person whose full contact name is given in this form.)

### When should the parcel be picked up ?

Date:

(Pick-up at the earliest on the next working day. Only weekdays, Monday to Friday)<sup>1</sup>

### Number of cases

How many scan stents do you want to send with this parcel?

### Signature

I hereby authorize SICAT GmbH & Co. KG. to assign a delivery company who shall pick up and deliver the parcel for the production of a surgical guide. Costs apply for this service depending on the country I am ordering from.<sup>2</sup>

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

1 - No Pick-Up service during public holidays.

2 - Service costs (including shipping fees) vary in different countries, for more information see table on the back or visit [www.sicat.com](http://www.sicat.com).

## How to get your Order to SICAT?

### SICAT Pick-Up Service

This is the easiest way to get your order to SICAT. SICAT will take care of filling out the air waybill as well as the proforma invoice<sup>1</sup>. Here is how it works:

1. Fill out completely the pick-up order form.
2. Fax the pick-up order form to SICAT. Please note that pick up can take place at the earliest on the next working day (working days are Monday to Friday except German public holidays).
3. Soon you will get a confirmation as well as some documents via e-mail which you need for the shipment.
4. Print out the airway bill and the proforma invoice 4 times, sign the proforma invoices and add 3 of each document to the transparent plastic pouch of your shipment. Keep one of each for your own records. *Please note that it is important that only the person that was mentioned as contact person on the pick-up order form signs the documents!*
5. FedEx will pick up your parcel, which you should place into a FedEx Padded Pack before sending. You can get the FedEx Padded Pack from the FedEx driver.

### Pick-up Service Fees Worldwide

Category	Country	Service Fees
<b>A</b>	European Union Switzerland	16.80 EUR
<b>B</b>	South Africa Namibia	40.00 EUR
<b>C</b>	Japan Norway	50.00 EUR
<b>D</b>	United States Canada	30.00 USD
<b>E</b>	Australia	60.00 USD

All prices are subject to VAT.

<sup>1</sup> - Pro Forma Invoices are not necessary for countries of the European Union.