



**K&S Associates, Inc.**

1926 Elm Tree Drive  
Nashville, Tennessee 37210-3718  
800-522-2325 Fax 615-871-0856

## **Shipping Information for Customers in the USA**

Please follow these guidelines to ensure that your equipment reaches K&S Associates, Inc. in good condition. Please contact K&S before shipping if you have any questions about how to ship your particular equipment.

Always include a completed, signed and dated Calibration Order Form and a completed Billing and Return Shipping Form with your equipment for faster service. Make sure a contact name and phone number appears with the order so we may contact you if needed.

1. Please place your equipment in a new polyethylene plastic bag and seal the bag or wrap the instrument in plastic.
2. If possible use the previous K&S shipping box. K&S normally uses new shipping material for equipment shipped from K&S.

Otherwise, place your equipment in a shipping container that will protect it from damage and pad the container appropriately. The best packing material includes bubble wrap, foam or other dense material that will protect your equipment if the container is dropped or crushed.

3. Include any accessories of the equipment that will be used in your calibration order such as buildup caps, source holders and battery holders. Include power cords or adapters or tri-axial extension cables. Try to include equipment manuals.
4. Your equipment will be examined when it arrives at K&S. You will be contacted as soon as possible if your equipment has been damaged during shipment.
5. Ship your equipment and necessary accessories to:

K&S Associates, Inc.  
1926 Elm Tree Drive  
Nashville, TN 37210-3718  
Phone Contact: (615) 883-9760  
Peter Gordon