



# QUADRO

*Leading Process Equipment Innovation*

Subject: Paperwork to return your spare parts/rental equipment to Canada

To Whom It May Concern:

Below are the instructions necessary to return your equipment to Quadro Engineering at 613 Colby Drive, Waterloo, Ontario CANADA N2V 1A1. Please note that your parts must be returned freight PREPAID.

We have completed the attached CANADA CUSTOMS INVOICE form to the best of our abilities. Please fill in on the form the date of the shipment to Canada, Bill of Lading number, carrier (freight company). Three copies of the completed form are required for customs. Place the forms in an envelope marked: "FOR CUSTOMS PURPOSES ONLY, IMPORTANT DOCUMENTS ENCLOSED, - CARRIER MUST STOP AT CUSTOMS TO DELIVER PAPERS FOR INSPECTION." Attach this envelope to the outside of the shipment where it is visible to the carrier/customs and the ship to address shown. Please be sure to mark the outside of the container with the RMA number provided. This makes it easier for Quadro Engineering to identify your parts.

If you are returning a rental machine the machine should be rewrapped and placed in the same wooden crate in which it was received. If this crate no longer exists, the machine should be mounted and secured on a skid which can be handled by a fork-lift truck. Machines should be enclosed by plastic sheeting and should be protected on four sides and the top by a wooden crate. (NOTE: A charge will be applied if original crate has been damaged or discarded.)

**IMPORTANT:** Equipment **MUST** be returned in sanitary (contaminate free, dictated by WHMIS – Workplace Hazardous Material Information Systems), with the MSDS (Material and Safety Data Specifications) sheets of all products that were processed through your unit attached to the outside of the box or crate. .

Without this information, the returned goods cannot be processed upon return, which will result in credits not being issued or rental charges continuing until we are in receipt of this information.

Also note that the equipment should be returned in the same condition in which they were received. Refurbishing/Repair charges will be charged at a rate of \$135.00 per hour to the user, except in the case of defective or warranty equipment. All tooling and rental accessories not returned will be invoiced at the current sale price.

If you should have any questions or problems, please do not hesitate to contact us either by the phone number below or the email address below.

Sincerely,

Customer Service  
PH: 519-884-9660  
FX: 519-884-0253  
Email: [quadrosales@idexcorp.com](mailto:quadrosales@idexcorp.com)

**SAMPLE**

1. Vendor (Name and Address) / Vendeur (nom et adresse)	2. Date of Direct Shipment to Canada / Date d'expédition directe vers in Canada  / /  3. Other References (Include Purchaser's Order No.) Autres références (Inclure le n° de commande de l'acheteur)  XAMPLE
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4. Consignee (Name and Address) / Destinataire (Nom et adresse)  QUADRO ENGINEERING CORP 613 COLBY DRIVE WATERLOO ONTARIO CANADA N2V1A1	Purchaser Name and Address (if other than Consignee) Nom et adresse de l'acheteur (S'il diffère du destinataire)
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6. Country of Transshipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises <b>CANADA CA</b>	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPEDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISER LEUR PROVENANCE EN 12.

8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et point d'expédition directe vers le Canada  BILL OF LADING# CARRIER COMPANY	9. Conditions of Sale and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)  EXW WATERLOO DUE ON RECEIPT  10. Currency of Settlement / Devises du paiement USD United States
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11. No. of Pkgs Nbre de colis	12. Specification of Commodities (Kind of Packages, Marks and Numbers, General Description and Characteristics, i.e. Grade, Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	Country of Origin	13. Quantity (State Unit) Quantité (Préciser l'unité)	Selling Price / Prix de vente	
				14. Price Prix unitaire	15. Total
	<p>VALUE FOR CUSTOMS PURPOSES ONLY</p> <p>CANADIAN GOODS BEING RETURNED FOR REPAIR CUSTOMS CLEARANCE BY: KUEHNE &amp; NAGEL LTD. 221-B MCINTYRE DRIVE KITCHENER, ONTARIO N2R 1G1 CANADA</p>				

18. If any fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cocher cette case  Commercial Invoice No. / N° de la facture commerciale <input type="checkbox"/>	Gross Brut  Net  0.000	16. Total Weight / Poids total 0  17a. Page Total / Total de la page  17. Invoice Total / Total de la facture <b>0.00</b>
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19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur) N/A	20. Originator (Name and Address) / Expéditeur d'origine (Nom et adresse) N/A
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21. Departmental Ruling (if applicable) / Décision du Ministère (s'il y a lieu)	22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case <input type="checkbox"/>
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23. If included in field 17 indicate amount: Si compris dans le total à la zone 17, préciser: (i) Transportation charges, expenses and insurance from the place of direct shipment to Canada Les frais de transport, dépenses et assurances à partir du point d'expédition directe vers le Canada  (ii) Costs for construction, erection and assembly incurred after importation into Canada Les coûts de construction, d'érection et d'assemblage après importation au Canada  (iii) Export packing Le coût de l'emballage d'exportation	24. If not included in field 17 indicate amount: Si non compris dans le total à la zone 17, préciser: (i) Transportation charges, expenses and insurance to the place of direct shipment to Canada Les frais de transport, dépenses et assurances jusqu'au point d'expédition directe vers le Canada  (ii) Amounts for commissions other than buying commissions Les commissions autres que celles versées pour l'achat  (iii) Export packing Le coût de l'emballage d'exportation	25. Check (if applicable): Cocher (s'il y a lieu):  (i) Royalty payments or subsequent proceeds are paid or are payable by the purchaser Des redevances ou produits ont été ou seront versés par l'acheteur <input type="checkbox"/>  (ii) The purchaser has supplied goods or services for use in the production of these goods L'acheteur a fourni des marchandises ou des services pour la production des marchandises <input type="checkbox"/>
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1. Vendor (Name and Address) / Vendeur (nom et adresse)	2. Date of Direct Shipment to Canada / Date d'expédition directe vers in Canada  / /
3. Other References (Include Purchaser's Order No.) Autres références (Inclure le n° de commande de l'acheteur)  <b>EXAMPLE</b>	

4. Consignee (Name and Address) / Destinataire (Nom et adresse)  <b>QUADRO ENGINEERING CORP.</b> <b>613 COLBY DRIVE</b> <b>WATERLOO</b> <b>ONTARIO</b> <b>CANADA</b> <b>N2V1A1</b>	5. Purchaser Name and Address (if other than Consignee) Nom et adresse de l'acheteur (S'il diffère du destinataire)
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6. Country of Transhipment / Pays de transbordement	
7. Country of Origin of Goods Pays d'origine des marchandises  <b>CANADA CA</b>	IF SHIPMENT INCLUDES GOODS OF DIFFERENT ORIGINS ENTER ORIGINS AGAINST ITEMS IN 12. SI L'EXPÉDITION COMPREND DES MARCHANDISES D'ORIGINES DIFFÉRENTES, PRÉCISER LEUR PROVENANCE EN 12.

8. Transportation: Give Mode and Place of Direct Shipment to Canada Transport: Préciser mode et point d'expédition directe vers le Canada  <b>BILL OF LADING#</b> <b>CARRIER COMPANY</b>	9. Conditions of Sale and Terms of Payment (i.e. Sale, Consignment Shipment, Leased Goods, etc.) Conditions de vente et modalités de paiement (p. ex. vente, expédition en consignation, location de marchandises, etc.)  <b>EXW WATERLOO</b> <span style="float: right;"><b>DUE ON RECEIPT</b></span>
10. Currency of Settlement / Devises du paiement <span style="float: right;"><b>USD United States</b></span>	

11. No. of Pkgs / Nbre de colis	12. Specification of Commodities (Kind of Packages, Marks and Numbers, General Description and Characteristics, i.e. Grade, Quality) Designation des articles (Nature des colis, marques et numéros, description générale et caractéristiques, p. ex. classe, qualité)	Country of Origin	13. Quantity (State Unit) / Quantité (Préciser l'unité)	Selling Price / Prix de vente	
				14. Price / Prix unitaire	15. Total
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18. If any fields 1 to 17 are included on an attached commercial invoice, check this box Si tout renseignement relativement aux zones 1 à 17 figure sur une ou des factures commerciales ci-attachées, cocher cette case  <input type="checkbox"/>	Gross Brut	16. Total Weight / Poids total <b>0</b>	17a. Page Total / Total de la page
Commercial Invoice No. / N° de la facture commerciale	Net	<b>0.000</b>	17. Invoice Total / Total de la facture  <b>0.00</b>

19. Exporter's Name and Address (if other than Vendor) Nom et adresse de l'exportateur (s'il diffère du vendeur)  <b>N/A</b>	20. Originator (Name and Address) / Expéditeur d'origine (Nom et adresse)  <b>N/A</b>
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21. Departmental Ruling (if applicable) / Décision du Ministère (s'il y a lieu)	22. If fields 23 to 25 are not applicable, check this box Si les zones 23 à 25 sont sans objet, cocher cette case  <input type="checkbox"/>
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**QUADRO**

Leading Process Equipment Innovation

**PROCESSED MATERIALS DATA FORM**

**FOR QUADRO RENTAL MACHINE SERIAL # \_\_\_\_\_**

**NOTE:** This form or the information requested on this form **MUST** be supplied to Quadro in writing either prior to the return of your rental machine (can be faxed to 519-884-0253) or attached to the outside of the rental crate. Rental charges will continue until Quadro is in receipt of this information.

**Customer Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Purch. Order #:** \_\_\_\_\_

Please fill in each of the materials processed through the rental machine. Then, consult the attached listing of hazard symbols and classes. If the material is hazardous, indicate under which class it falls. An MSDS (Material Safety Data Sheet) **MUST** be provided for **ALL** controlled and hazardous materials processed through the machine. This is required under Canadian Federal & Provincial legislation and regulations.

**MATERIALS PROCESSED:**

- |          |                                    |  |                      |
|----------|------------------------------------|--|----------------------|
| 1. _____ | Hazardous <input type="checkbox"/> | Non-hazardous <input type="checkbox"/> | Classification _____ |
| 2. _____ | Hazardous <input type="checkbox"/> | Non-hazardous <input type="checkbox"/> | Classification _____ |
| 3. _____ | Hazardous <input type="checkbox"/> | Non-hazardous <input type="checkbox"/> | Classification _____ |
| 4. _____ | Hazardous <input type="checkbox"/> | Non-hazardous <input type="checkbox"/> | Classification _____ |
| 5. _____ | Hazardous <input type="checkbox"/> | Non-hazardous <input type="checkbox"/> | Classification _____ |
| 6. _____ | Hazardous <input type="checkbox"/> | Non-hazardous <input type="checkbox"/> | Classification _____ |

**CLEANING SUBSTANCE/ PROCEDURE USED:** \_\_\_\_\_

If more materials were processed, please use a copy of this form for the additional products.

**Print Name** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Dept.:** \_\_\_\_\_ **Date:** \_\_\_\_\_

	<p style="text-align: center;"><b>CLASS A: COMPRESSED GAS</b></p> <p>This class includes compressed gases, dissolved gases, and gases liquefied by compression or refrigeration.</p>
	<p style="text-align: center;"><b>CLASS B: FLAMMABLE AND COMBUSTIBLE MATERIAL</b></p> <p>This class includes solids, liquids, and gases capable of catching fire in the presence of a spark or open flame under normal working conditions.</p>
	<p style="text-align: center;"><b>CLASS C: OXIDIZING MATERIAL</b></p> <p>These materials increase the risk of fire if they come in contact with flammable or combustible materials.</p>
	<p style="text-align: center;"><b>CLASS D: POISONOUS AND INFECTIOUS MATERIAL</b>  <b>Division 1: Materials Causing Immediate and Serious Toxic Effects</b></p> <p>These materials can cause death or immediate injury when a person is exposed to small amounts. Examples: sodium cyanide, hydrogen sulphide</p>
	<p style="text-align: center;"><b>CLASS D: POISONOUS AND INFECTIOUS MATERIAL</b>  <b>Division 2: Materials Causing Other Toxic EFFECTS</b></p> <p>These materials can cause life-threatening and serious long-term health problems as well as less severe but immediate reactions in a person who is repeatedly exposed to small amounts.</p>



**CLASS D: POISONOUS AND INFECTIOUS MATERIAL**  
**Division 3: Biohazardous Infectious MATERIAL**

These materials contain harmful micro-organisms that have been classified into Risk Groups 2, 3, and 4 as determined by the World Health Organization (WHO) or the Medical Research Council of Canada.



**CLASS E: CORROSIVE MATERIAL**

This class includes caustic and acid materials that can destroy the skin or eat through metals.  
Examples: sodium hydroxide, hydrochloric acid, nitric acid



**CLASS F: DANGEROUSLY REACTIVE MATERIAL**

These products may self-react dangerously (for example, they may explode) upon standing or when exposed to physical shock or to increased pressure or temperature, or they emit toxic gases when exposed to water.