

EQUIPMENT SHIPPING INSTRUCTIONS

Equipment may be hand-delivered to the FCC Laboratory with prior approval.

- A. LABELING OF SAMPLES – If a test sample cannot be associated with an application or a sample request letter, it may be returned for insufficient identification. ALL samples and accessories for pre-grant or post-grant sampling test should have identification tags listing the items below:
- The identical FCC ID shown on application (Form 731) or grant (Form 731A).
 - Name, address, and telephone number of person to contact should sample malfunction during test, or if it is necessary to return sample for repair.
- B. SHIPPING ADDRESS (UPS, COURIER SERVICE, FREIGHT, OR AIR)
- Federal Communications Commission
7435 Oakland Mills Road
Gate A
Columbia, Maryland 21046
Attention: (enter name in sample request letter)
Telephone: (301) 362-3000
- C. ALL TEST SAMPLES SHOULD BE ACCOMPANIED BY A COPY OF THE SAMPLE REQUEST LETTER AND RETURN SHIPMENT AUTHORIZATION FORM.
- D. SPECIAL NOTE TO FOREIGN APPLICANTS – Foreign applicants with American subsidiaries or agents should ship equipment to them for forwarding to the Laboratory. If no American subsidiary is available, arrangements must be made for clearance of shipment through U. S. Customs, delivery to the Laboratory, and return shipment to the applicant. The Commission will not make delivery arrangements, or pay any related charges associated with foreign shipments.
- E. If you require notification that your equipment has been received at the Laboratory, please contact your shipper for delivery date.
- F. If RF Exposure evaluation data for the device was submitted with the equipment approval application, please provide the following:
1. Instruction manuals including all relevant instructions for setting up the device in its applicable operating modes (AMPS, TDMA, CDMA, GSM, GPRS etc.) for routine testing, test codes (including software if applicable), test/SIM cards (if applicable), procedures for device operation and testing, and contact information (name & phone number) for technical questions on device setup.
 2. Cables and instructions for testing conducted output power of all operating modes.
 3. All related accessories for RF exposure (SAR) compliance testing, including all types of body-worn accessories (such as holsters, belt clips), and any other relevant accessories.
 4. If the device has multiple battery options, one battery of each battery option should be included. If the device only has one battery option, submit two batteries.
 5. Battery charger(s) sufficient to charge each type of battery should be included.

RETURN SHIPMENT AUTHORIZATION

This completed form, along with a copy of the sample request letter and return shipping labels, must accompany all equipment. Failure to follow these instructions will delay testing of your equipment. All equipment and accessories, if any, must be listed and properly labeled.

Type of Equipment	FCC ID (if no FCC ID assigned, list model / type number)	Serial Number
ATTACH ADDITIONAL SHEET, IF NECESSARY		

Printed Name of Responsible Person

Printed Email Address of Responsible Person

Name of Company

Telephone no. (Include area code – USA ONLY)

Please check here if equipment is not to be returned.

If equipment is to be returned, please complete the following:

Complete shipping address, including ZIP code

***Preferred carrier for return shipment:**

Name of company and your account number

*If no preferred carrier is listed, equipment will be returned COLLECT by freight.

UPS Customers: If equipment is to be returned via UPS, you must have call tags issued to the Laboratory within two weeks from the date you are notified. Otherwise, the equipment will be returned freight COLLECT.