

Carleton Life Support Systems Inc

2734 Hickory Grove Road
P.O. Box 4508
Davenport, Iowa USA 52808-4508

Telephone: 563-383-6000
www.carletonls.com

RETURN INSTRUCTIONS

Please follow the instructions below when shipping to Carleton Life Support Systems:

- 1) All documents (purchase orders, packing lists, etc.) **must** reference the following statement:

“This shipment is being imported in accordance with and under the authority of
ITAR Exemption 22 CFR 123.4 (A) (1).”

- 2) All documents (purchase orders, packing lists, etc.) **must** reference the following:

Port of Entry Number - 3908

- 3) All shipments **must** be addressed as follows:

Carleton Life Support Systems Inc.
2734 Hickory Grove Road
Davenport, IA 52804 USA

Ship to: Chicago International Airport
Chicago, IL U.S.A

Notify Party: Quad City Port Services, Inc.
1634 State Street
Bettendorf, IA 52722 U.S.A.
Contact: Wendy Weeks
Ph: 563/355-0991
Fax: 563/355-1768

Quad City Port Service is the Customs Broker for Carleton Life Support Systems. They will clear shipments through U.S. Customs, provide the proper U.S. Customs documentation for the import/export of the shipment and deliver the shipment to us.

It is preferred that shipments be directed though Quad City Port Services. However, if it is required that a freight forwarder be used to return a shipment, copies of the U.S. Customs Forms 7501 and 3461 are required to be received with each shipment. These forms are required as verification of proper import and export. If the forms are not received, an export license must be obtained before the shipment can be exported and can add an additional 8 – 12 weeks delay. Shipments sent to Quad City Port Services will assuredly be received with the proper documentation and thus eliminate the need for an export license.

Shipments received that do not follow these instructions can be rejected and returned upon receipt. Please follow these instructions so that delays can be avoided. If there are questions or concerns, please contact:

Kathy Nimrick
Export Coordinator
Carleton Life Support Systems Inc.
PH: 563/383-6214
Email: knimrick@carletonls.com

Wendy Weeks
Quad City Port Services, Inc.
PH: 563/355-0991
Fax: 563/355-1768
Email: wendy@qcps.com