

14 March 2008

**Your Order Number:**  
**Item:**

Dear

Thank you for your recent order. As a manufacturer and supplier of research chemicals we are required to maintain strict controls over the supply of our chemicals and equipment. Your order contains **Duty-Free Spirit** which requires a declaration to be completed before the product can be supplied. Below is a form which needs to be completed and faxed back to us before we can continue processing this product. Other items on your order not requiring a declaration will be despatched as per normal.

**If your completed form is not returned to us within 10 working days the item will be cancelled.**

Please fax back all forms to **01747 833569**

Please contact us if you have any questions regarding the forms as we want to process your order with the minimum delay. We can be contacted by telephone on 01747 833311

Sigma-Aldrich Customer Service

**DUTY-FREE SPIRIT DECLARATION**

**In accordance with the HMRC Guidance Note 47: Duty-free spirits: use in manufacture or for medical or scientific purposes, Section 6.5, the following statement must be completed.**

**Our Ref:**

**Your PO Ref:**

**Product No:**

**Pack Quantity:**

**Product Description:**

**Name Of Contact:**

**Company/Organisation Name:**

**Department Name:** \_\_\_\_\_

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

*(Post Office Box numbers are unacceptable)*

**Country:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**I am/we are authorised by the Commissioners of Revenue and Customs to receive duty-free spirits for use in**

.....  
**(manufacture/scientific/medical purposes – whichever is appropriate).**

**The letter of authority was issued by the Revenue and Customs office at**

.....  
**and my authorisation number issued by that office is**

.....  
**Signed**

**Name**

**Status**

**Date**