# Instruction manual for transport, handling, storage, installation and maintenance of SKID



Code: F-MKT-07.E.1 Prepared: Juan Carlos LM Date: 203-05-09



# Content

# table of Contents

1. Safety and risks	
1.1 Personal security	3
1.2 Types of risks	3
2. Introduction	6
3. Definitions	7
3.1 Skid	7
3.2 Temporary electrical installation	7
3.3 Danger	7
3.4 Risk	
4. Abbreviations	8
5. Handling	9
6. Transport	11
6.1 Load distribution	11
6.1.1 Open top loading unit	12
6.1.2 Download	12
7. Reception	
7.1 Inspection before unloading	
7.2 Inspection after unloading	
8. Storage	
9. Review before installation	
10. Installation and commissioning	17
10.1 Mounting	
10.2 Grounding system	17
10.3 Connection sequence	18
10.4 Commissioning	
10.5 Modular SKID	19
10.5.1 Couple between skid	
10.6 Special considerations	
11. Maintenance	
11.1 Preventive Maintenance	
11.2 Corrective maintenance	
12. Repair	
13. Paint problems and ways to correct it	
14. Parts of a conventional skid	
15. Environment	
16. Warranty Terms and Conditions	29
17. Contact Us	30



## 1. Safety and risks

Please read this instruction manual carefully before servicing the product, disregarding the instructions may result in property damage, serious injury, or death.

The product covered in this manual must be operated only by qualified personnel.

This manual contains important information for the safety of personnel and the product.

If any problem not covered in this manual occurs, contact MAGNETRON S.A.S.

When working with electrical equipment, operators are exposed to a series of risks and dangers, it is very important to know them in order to eliminate or minimize situations or conditions that may cause damage.

### 1.1 Personal security

- Stop any activity if working conditions are unsafe.
- All team members must know the instructions in this manual, the safety practices established in the workplace and the applicable legislation.

- Use clothing and personal protection elements according to the work to be carried out.
  - ✓ Long-sleeved cotton shirt.
  - ✓ Dielectric safety boots
  - ✓ Bait or dielectric gloves.
  - ✓ Latex gloves (handling tools).
  - ✓ Safety glasses.
  - ✓ Dark glasses for sun protection (field activities).
  - ✓ Helmet.
  - ✓ Avoid wearing loose clothing.
  - Do not wear rings, watches, chains, earrings or any personal item that could cause harm.
  - ✓ Do not wear tennis shoes, shorts, shortsleeved shirts, and headphones.

### 1.2 Types of risks

#### > Physical risks

It refers to all environmental factors that depend on the physical properties of the bodies and that act on the tissues and organs of the worker's body, can produce harmful effects according to their intensity and exposure time.

They are related to the imminent probability of suffering bodily harm with or without direct contact, they



can be classified as labor or environmental.

They are the most common and dangerous conditions at work:

- ✓ noises,
- ✓ Lightning,
- ✓ Temperature,
- ✓ Humidity,
- ✓ radiations,
- ✓ vibrations,
- ✓ Electricity.

Listed below are some activities that must be carried out:

- Install localized lighting in those jobs that require it, when general lighting is moderate and may be insufficient.
- Avoid dead flow areas (where air does not circulate).
- Use work equipment that generates low noise levels.
- Locate noisy equipment or sources out of the way, if possible.
- Reduce the exposure time.
- Establish a shift site rotation system.
- Use screens or protective shielding, for radioactive sources.
- Apply the 5 golden rules when working with energy.

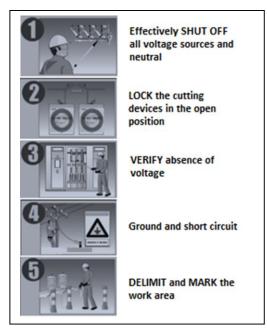


Figure 1: 5 golden rules

#### Mechanical risks

They are associated with the set of physical factors that can give rise to an injury due to the mechanical action of machine elements, tools, work pieces or projected, solid or fluid materials.

The mechanical risk can occur in any operation that involves manipulation of hand tools, machinery, handling of vehicles, use of lifting devices.

- Collision with moving or stationary objects,
- ✓ Hits,
- ✓ Cuts,
- Entrapments due to overturning of machines or vehicles,
- Entrapments by or between objects,
- ✓ Projection of fragments or particles,



✓ Falling objects being handled.

Listed below are some activities that must be carried out:

- Train workers in preventive matters, theoretically and practically, on the work equipment necessary for their job.
- Guarantee the conditions and correct way of using machinery, based on the manufacturer's instructions.
- Promote the consultation and participation of workers in aspects related to mechanical risks.
- Guarantee periodic monitoring of the health status of workers.
- In the event of accidents or occupational diseases due to mechanical risks, the necessary corrective measures must be investigated and applied so that it does not happen again.



Figure 2: Signs of mechanical risk



#### 2. Introduction

Read carefully and comply with the indications given in this manual before intervening in the product, failure to comply with them invalidates the guarantee.

Electrosubmersible pumping is an artificial lift system applied to move crude volumes with high efficiency and economy, in potentially profitable reservoirs in deep wells, in order to handle high flow rates.

Electric submersible pumping is a system made up of two types of teams: bottom and surface teams.

The bottom equipment is the one that allows the extraction of crude through one or more centrifugal pumps coupled to one or more motors.

The surface equipments are those that allow to carry the electric power supply for the motor, configure the speed of rotation of the motors and with this the flow rate of crude oil extraction.

The equipment of interest to MAGNETRON SAS is the surface equipment, of which it manufactures:

- Transformers for the various configurations that can take this topology.
- > Skids.

The skid is specifically designed and manufactured for surface equipment used in electric submersible oil pumping, resulting in equipment perfectly adapted to the technical and economic needs of the oil industry. The skid can be considered as a temporary electrical installation.

Likewise, they are designed in order to preserve the integrity of the human being, the environment and seeking functionality in the operation of surface equipment.

The skids manufactured by MAGNETRON SAS are designed and manufactured in compliance with the requirements of the Colombian Technical Regulations for Electrical Installations (RETIE).

According to the client's requirements, MAGNETRON SAS designs and manufactures skids for the installation of from one (1) equipment to five (5) equipment.

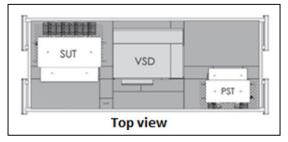


Figure 3: Typical layout of a skid for 3 elements



#### 3. Definitions

#### 3.1Skid

Self-supported metal structure, suitable for demanding environmental structural and conditions, in which electrical. electronic, communication and power generation equipment are housed, which do not require a high degree of protection, nor control of environmental climatic and conditions at which they are subjected.

A skid is made up of:

- One base: Designed to support the weight of the skid with all the equipments and with the necessary dimensions for its adequate enclosure.
- Enclosure: Vertical structure built on the base, which must be long enough to house the required equipment and systems. Once the equipment is installed, the skids must have enough interior spaces for circulation, operation maneuver and maintenance.
- Ceiling: Upper cover arranged on the enclosure to protect the equipment housed in it.

The cover can be fixed or sliding.

# 3.2Temporary installation

electrical

According to the RETIE, they are those facilities destined to the maintenance and repair of equipment or structures or to the transfer of equipment exclusively during the duration of the activity.

#### 3.3 Danger

Inherent situation with the capacity to cause injury or damage to people's health.

#### 3.4Risk

Combination of the probability that a dangerous event will occur with the seriousness of the injuries or damage to health that such an event can cause.



# 4. Abbreviations

PST	Phase shift transformer
PTS	Grounding system
SUT	Step up transformer
Grd	Grounding
VSD	Variable speed drive



# 5. Handling

**Caution:** The SKID must be handled in a vertical position.

**Caution:** The information, recommendations, descriptions and safety notes compiled in this document are based on guides, standards and the experience of MAGNETRON S.A.S.

**Caution:** This information does not include or cover all contingencies, therefore, if you require more information, contact MAGNETRON S.A.S.

Before handling the skid, check the following:

- That there are no foreign elements or loose objects that could cause damage.
- The equipment inside the skid must be correctly anchored to the floor.
- Doors must be closed and secured.
- The roof must be secured by means of the roof anchor bolts.
- Roof tiles must be in good condition and secured to the structure.
- The cover opening/closing tube must be secured.

Be sure to use the appropriate mechanical means to handle the skid.

The mechanical means used must support twice the capacity of the skid weight at least.

Check the state of the slings used to lift the skid, if they show damage or deterioration, do not use them.

If you use strings or metal slings, be sure to cover the parts in contact to avoid detachment or deterioration of the paint.

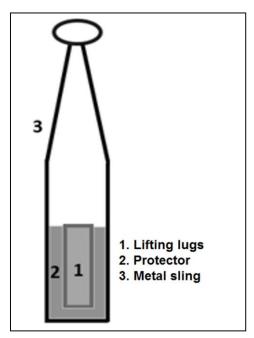


Figure 4: Paint protection on the lifting lugs

Identify the weight of the skid on the nameplate, it contains the weight of the skid with and without equipment.



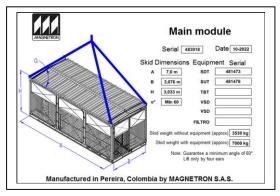


Figure 5: Example nameplate

He skid must be raised or hoist using the four (4) lifting lugs (painted red); In addition, a minimum lifting angle of 60° must be guaranteed between the lifting strap and the horizontal.

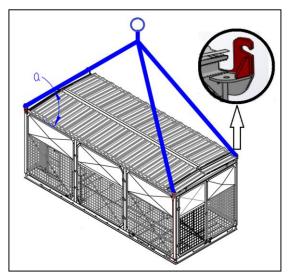


Figure 6: Lifting or hoisting by lifting lugs

The elements to lift or move the skid (strabes, steel cable, slings) should not touch the roof as they could damage the tiles.

For the same reason, it is not allowed to pass the straps or slings around the skid to lift or move it.



Figure 7: Not allowed, lifting elements around the skid

If required, the skid can be pulled or towed using the tow tubes (if fitted).

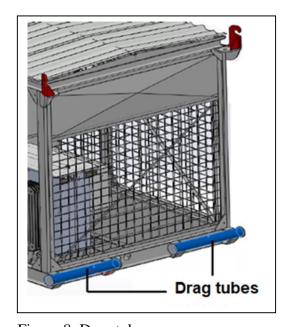


Figure 8: Drag tubes



## 6. Transport

Keep in mind what is established in numeral 5 "Handling".

In order to guarantee the transport and final delivery of the equipment, it is very important to take into account the following:

- Commercial conditions (contracts)
- Road conditions
- > The delivery site
- The height of the load
- Load weight
- Final dimensions
- > The type of vehicle

Take into account the weight of the skid to determine the appropriate lifting and/or transport elements, this information appears in the nameplate or in the documents required for its transport.

Raise the skid using the four (4) lifting lugs (painted red).

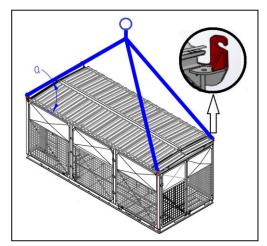


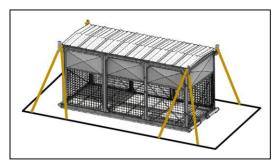
Figure 9: Lifting or hoisting by lifting lugs

#### 6.1 Load distribution

Due to its size and weight, it is usual to load and transport a single skid in the vehicle.

Open top trucks may be used, as long as they are large enough and have the capacity to support the weight of the load.

The load must be centered on the vehicle platform and secured with slings, chains or straps; To do this, you can use the drag tubes, the lifting lugs or the devices that the skid has arranged.



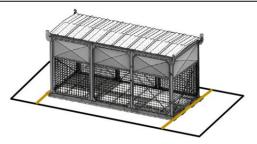


Figure 10: Ways of securing cargo

**Note:** The maximum height of the load can not exceed 4.3 m.



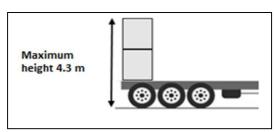


Figure 11: Maximum loading height

#### 6.1.1 Open top loading unit

For loading this type of container, take into account the following instructions:

- Use bridge crane (differential) or crane.
- When lifting the load, do so only until it exceeds the height of the container this to prevents accidents
- Be sure not to hit the charging unit.
- The cargo cannot stick to the container walls.

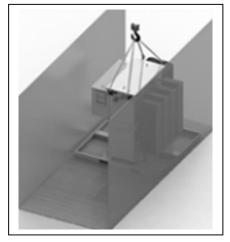


Figure 12: Load open top container

#### 6.1.2 Download

**Precautions:** If you use strings or metal slings to raise the skid, be sure to cover the parts in contact to avoid paint detachment.

Check that the slings, straps or chains are in good condition, do not use them if they show damage or deterioration.

Downloading is the responsibility of the customer, unless otherwise specified in the contract. However, the following should be noted:

- Always use the appropriate mechanical means, forklift, crane, etc.
- The mechanical means used must have at least twice the capacity of the weight of the load (skid).
- Lift the load only by the lift lugs.
- The personnel who are part of the unloading must stay away when the load is raised.



## 7. Reception

**Caution:** Before downloading the product, should visually inspect the state of the same, any abnormality communicates it to the transporter and leave a record of it.

The product covered in this manual is factory tested according to standards, delivered fully assembled and ready for installation, however, taking into account the difficulties encountered during transportation, the following should be noted:

#### 7.1 Inspection before unloading

- Check that the product is complete and meets the requested requirements, to do so, compare it against the documents provided to the carrier.
- Check that the security seals located on the doors have not been removed or show evidence of having been tampered with.
- Make an external visual inspection and verify that there is no damage to the roof (tiles), doors, screens, the grounding system, drain valves, screens, etc.
- Inspect the paint on the skid, it should not show scratches or detachment.
- Make a visual inspection to determine that the components

inside the skid have not moved or are damaged.

Keep in mind what is established in Transportation (numeral 6) before unloading the skid.

#### 7.2 Inspection after unloading

- Remove the door seals.
- Inside the skid, there are transformers that are immersed in insulating liquid, they must not leak.
- Check that the security seals located between the cover and the tank of each transformer have not been removed or show evidence of having been tampered with.

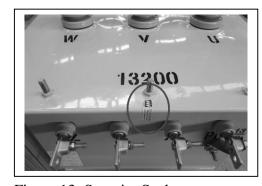


Figure 13: Security Seal

- In the transformers, check the state of the LV and MV bushings, they should not be loose or present damage.
- Check the state of the control instruments that are attached to the tank of each transformer.



- Check the state of the tank, it should not show bumps, cracks or damage to its paint.
- Check that the hardware is not loose.
- Make sure that the other equipment (VSD, electrical panels, lamps, etc.) are in good condition.
- In case of finding damage to the product, if possible, leave a photographic record of the findings.
- > Inform the transporter of the abnormalities found.
- Contact MAGNETRON S.A.S. and notify what happened, supplying complete product information.



#### 8. Storage

Caution: Keep in mind the instructions and recommendations established Instruction in the Manual for the packaging, transport, handling, storage, installation and maintenance of transformers immersed in insulating liquid for the oil sector.

Once the product has been delivered to the customer, it is advisable to place it in its permanent location, even if it is not put into operation immediately. If this is not possible, place it in a place free of moisture.

Take into account the following instructions to ensure its good condition:

Store it indoors (when is posible).

**Note:** If storage is done outdoors, keep in mind that environmental conditions can cause deterioration of the product.

- When applicable, power the control cabinets at their corresponding voltage to avoid water condensation inside.
- Do not store it in places where there is presence of moisture, sludge, corrosive gases or explosive atmospheres.
- When storage is extended for more than six (6) months, it must be inspected periodically

to ensure the good condition of the product.



#### 9. Review before installation

Caution: Keep in mind the instructions and recommendations established in the Instruction Manual for the packaging, transport, handling, storage, installation and maintenance for Skids and transformers immersed in insulating liquid for the oil sector.

Before installing the skid, check the following:

- Remove foreign materials, both from the skid and from the MV and LV bushings of the transformers.
- Do a general cleaning of the skid, removing all traces of dirt.
- Check that the accessories attached to the transformer and the other components (boards, vsd, etc.) are in good condition and properly adjusted.
- Verify that there are no insulating liquid leaks in the transformers.
- Make sure that the skid and all its components do not present blows or damage that could invalidate their proper functioning.
- Review the information on the nameplate of the skid and its components, verify that they comply with the requirements (type, power, voltages, etc.).

- Make sure the skid is properly connected to the grounding system.
- Check that all components inside the skid (transformers, boards, VSDs, etc.) are properly grounded.
- Make sure that all the parts and/or accessories to be installed, if any, are complete and in good condition.
- Check the connection between equipment to rule out any damage during transport, to do so, remove the hinged covers of the channels.



# 10. Installation and commissioning

**Caution:** The installation of the skid must be done in accordance with the requirements of the Colombian technical standards NTC-2050, NTC-3582 and the technical regulation of electrical installations (RETIE).

In other countries, keep in mind to comply with the legal provisions that apply to you.

The installation of the skid is not the responsibility of MAGNETRON SAS (unless otherwise specified in the contract), however, as a party interested in the product fulfilling its function in the best conditions, the following considerations must be followed:

#### 10.1 Mounting

The installation must be carried out in an easily accessible place, where assembly and removal by crane or similar is guaranteed, with the capacity to lift and transport the skid.

The skid must be installed in a place with a sufficient area that allows easy access for inspection, cleaning, maintenance, etc.

#### 10.2 Grounding system

The skid must be solidly grounded.

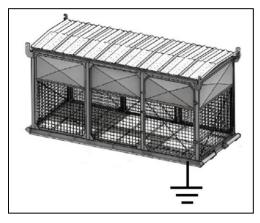


Figure 14: Grounding system

- The objectives of a grounding system are:
  - Guarantee the safety of living beings.
  - Protect the facilities.
  - Allow electromagnetic compatibility.
  - Allow protection teams to quickly clear faults.
  - Serve as a common reference to the electrical system.
- The table illustrates the reference values for the resistance of the grounding system.



Application	Maximum values of grounding resistance (Ω)
Structures and metallic turrets of lines or networks with guard cable	20
High and extra high voltage substations	1
Medium voltage substations	10
Lightning protection	10
Low voltage connection neutral point	25
Networks for electronic or sensitive equipment	10

# **10.3 Connection sequence** In a traditional skid (3 devices, PST-VSD-SUT), proceed as follows:

- Make all connections to the grounding system.
- Connect the power source to the primary winding of the phase shifting transformer (PST or autotransformer).

- Connect the output of the phase shifting transformer to the VSD or make sure it is connected.
- Connect the output of the VSD to the primary winding of the variable frequency step-up transformer (SUT).
- Connect the load to the secondary winding of the SUT.



- Electric power source:
   Generator or grid 13200 –
   13800V
- 2. Phase-shifting input transformer (step-down 13200 13800V to 480)
- 3. VSD 480V electronic frequency variator. (12, 18 and 24 pulses)
- 4. Variable Frequency Step-up Transformer (SUT)
- 5. Bottom equipment Engine

Figure 15: Example of an electric submersible pumping system



**Caution:** The connections cannot be stressed.

Medium voltage connections must have a shape and mechanical rigidity that do not allow them to move with the wind or vibrations, in such a way that they come into contact with parts that should not be energized or approaches that produce electric arcs.

#### 10.4 Commissioning

Caution: To energize the skid components, use the appropriate tools and protections, such as: Pole, dielectric gloves, rubber boots, etc.

Caution: Keep in mind the instructions and recommendations established in the Instruction Manual for the packaging, transport, handling, storage, installation and maintenance of transformers immersed in insulating liquid for the oil sector.

- Energize the phase shifting transformer (PST).
- Check the output voltage and check that is balanced.
- Configure and energize the VSD.
- Energize the step-up transformer (SUT) in no-load.

- Make sure that the transformer does not produce abnormal noises (humming, crackling, flickering, etc.).
- Check the output voltage and check that this balanced.
- Keep the step-up transformer (SUT) on no load minimum 4 hours.
- Gradually install the load and keep checking the output voltage.
- Once all the load is installed, check the operation of the transformer for several hours.
- Keep a written record of the final installation conditions.
- Clean and order the work area.

#### 10.5 Modular SKID

Caution: Each skid must be lifted or moved independently, for no reason should they be lifted or moved while they are coupled.

A modular skid is one that consists of a main skid and an add-on skid.

The modular skid is used when any of the following needs arise:

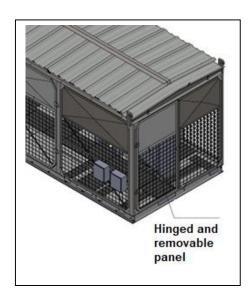
The components inside the main skid are so large that its dimensions are insufficient to house them.



- When it is required to feed another centrifugal pump for the extraction of crude through an additional SUT.
- > By customer request.

### 10.5.1 Couple between skid

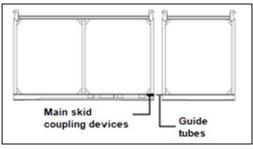
Remove the doors from the right side of the main skid (hinged door and removable panel) and install them on the right side of the add-on skid.



Lift and move the add-on skid to the right side of the main skid.

**Note:** The sides without doors must be together.

Join the two skids, to do so, check that the two guider tubes of the add-on skid enter the coupling devices of the main skid.



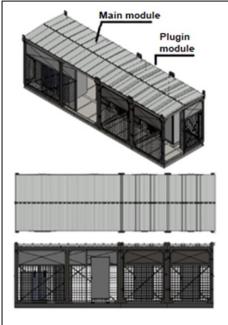
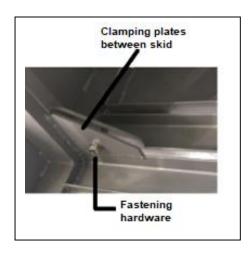


Figure 16: Complete modular skid view

When the skids are fully together, secure them with hardware through the clamping plates.





### 10.6 Special considerations

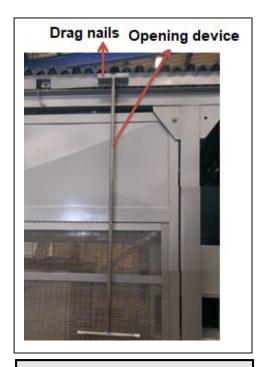
To remove the fixed skid cover, remove the anchor bolts located on the inside of the skid.



- > To open the sliding cover:
  - Remove the anchor clips from each deck located on the outside of the skid.
  - Hook the opening device to the cover using the pull tabs.



**Note:** Pull with both opening devices at the same time each of the wings of the cover.



**Caution:** Do not pull with a single opening device, this can cause the bearing system of the cover to be damaged.



#### 11. Maintenance

**Caution:** If it is not carried out and evidence of the execution of preventive maintenance, it will cause the loss of the guarantee.

**Caution:** During the warranty period, report all failures or eventualities to MAGNETRON S.A.S. for no reason intervene the product.

To intervene the product, disconnect the power source.

Delimit and mark the work area.

**Caution:** Keep in mind the instructions and recommendations established in the "Instruction Manual for packaging, transport, handling, storage, installation and maintenance of transformers immersed in insulating liquid for the oil sector".

The skid owner is responsible for inspecting, maintaining and keeping it in good condition.

Periodic maintenance and permanent inspection will contribute to the safe and reliable operation of the product, detecting potential operating problems before they become critical.

To help you with this purpose, the following instructions should be followed:

# 11.1 Preventive Maintenance

#### 11.1.1 External inspection

The inspection must be carried out once a year at least and must include the following points:

- The conditions of the grounding system: Well-adjusted screws and there must be no presence of rust.
- Condition of the paint, verifying possible oxidation points, scratches or blows.
- Condition of the roof and tiles.
- If the cover is sliding, check that it slides correctly and that the anchors work properly.
- Correct closing and opening of the doors, checking the condition of the hinges.
- On sliding doors, check that they slide smoothly and do not hang.
- The good condition of the insulating liquid drainage valves.

Eventualities that may arise must be corrected.

#### 11.1.2 Internal inspection

The inspection must include the following points:



- State of the paint, verifying possible oxidation points.
- Leaks of insulating liquid in transformers.
- Function and state of the outlets.
- Operation and status of lighting lamps.
- Operation and status of the emergency system lamps, in addition, guarantee that they act when there is no power.
- Condition and cleanliness of the MV and LV bushings.
- VSD inspection.
- Verification of connection between transformers, to do so, remove the hinged channel covers of the skid platform.
- Status of control or protection accessories.
- Inspection and condition of the junction boxes and the control panel, verifying that they do not show signs of oxidation, presence of water or loose or misaligned terminals.
- Condition and cleanliness of the gasket.
- Condition and cleanliness of the overpressure valve.

- ➤ If the floor has a dielectric liner, check that it is in good condition and well adhered.
- Cleaning the drain of the insulating liquid.

Eventualities that may arise must be corrected.

# 11.2 Corrective maintenance

For interventions outside the warranty period, contact MAGNETRON S.A.S. or use a specialized transformer workshop.



# 12. Repair

- The skid owner is responsible for inspecting, maintaining and keeping it in good condition.
- During the warranty period, report all failures or eventualities to MAGNETRON S.A.S. for no reason intervene the product.
- ➤ All repairs under warranty must be done by MAGNETRON S.A.S. or an authorized service workshop.
- For repairs outside the warranty period, contact MAGNETRON S.A.S. or use a specialized transformer workshop



# 13. Paint problems and ways to correct it

Painting is one of the easiest ways to protect and give an aesthetic finish to construction elements and various materials.

In addition to applying color, the paint also provides different levels of protection to the substrate where the coating is applied.

For this reason, we have listed some problems that can occur with the paint and how to correct it.

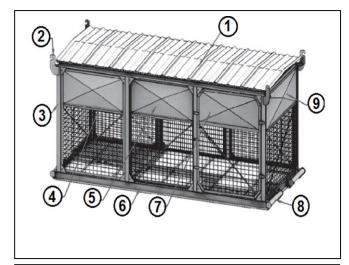
Problem	Description	Solution	Material
	Oxide	1. Sand surface	Soft sandpaper (150)
Paint	scratches	2. Clean surface	Clean, lint-free cloth
	detachment	3. Paint 4. Let dry	*1
	Sheet sinking blow	1. putty	automotive putty
Paint		2. Remove excess putty	Spatula or similar
		3. Sand surface	Soft sandpaper (150)
		4. Clean surface	Clean, lint-free cloth
		5. Paint 6. Let dry	*1

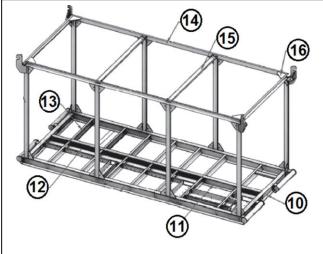
	Type of paint	Mix	drying
*1	POLYURETHANE (Paint + catalyst)	4 proportions of paint 1 proportions Catalyst ¼ proportions Solvent (Thinner for polyurethane)  Note: Mix until a homogeneous consistency is obtained	+/- 1 Hour
	EPOXY MASTIC (2 components A and B)	1 Component part A 1 Component part B  Note:Mix until a homogeneous	+/- 12 Hours
		consistency is obtained	
Note:	Note: Primer is not required when using these types of paints.		

25



# 14. Parts of a conventional skid





Item	Description
1	Cover (fixed or sliding)
2	Lifting devices
3	Column structure
4	Front panel
5	Sliding door
6	Side beams
7	Hinged door
8	Drag tubes
9	Side panel
10	Base enclosure
11	Main beam
12	Cárcamos
13	Base supports
14	Upper frame
15	Frame reinforcement
16	Perimeter reinforcements



#### 15. Environment

MAGNETRON S.A.S. is a company committed to the environment, for this reason, our products meet all the requirements related to the subject.

MAGNETRON S.A.S. has identified potential risks that may cause harmful environmental effects on the environment.

MAGNETRON S.A.S. itself provides its clients with a series of environmental advice, in order to prevent and minimize contamination throughout the product's life cycle.

The environmental councils are consigned in the environmental management plan, made up of 5 environmental management programs.

If you want to know more about environmental programs, contact MAGNETRON S.A.S.

The final recipient of the product must comply with the legislation in force and that applies to it.

In the event of leakage of the insulating liquid, must be collected in a container, avoid it falling on the ground.

- If insulating liquid has been spilled on the floor, clean it up with an absorbent material (example: sawdust).
- The insulating liquid that has been collected and the media

used for cleaning must be treated as toxic and hazardous waste.

Waste should not be mixed.



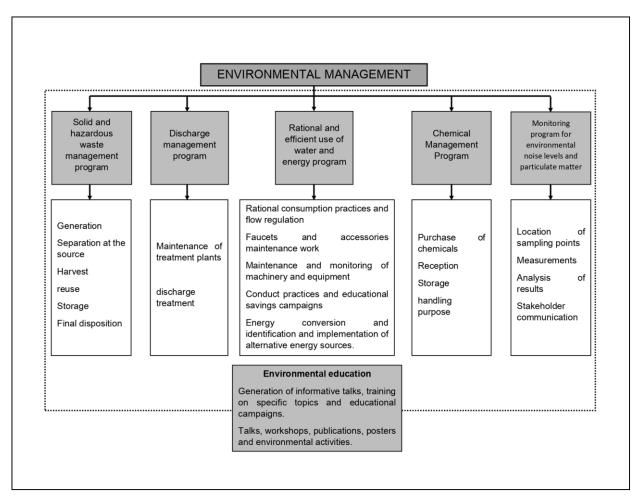


Figure 17: MAGNETRON SAS Environmental Management Plan



# 16. Warranty Terms and Conditions

Refer to the guarantee certificate that is delivered with each product; behind it, there are the instructions that must be followed to make the guarantee effective and the conditions that invalidate it.



### 17. Contact Us

For more information or to provide technical support, contact us through the following means:

