

[organization name]

Appendix 7 – Product User Instruction Template

This document defines the correct utilization of [company name] products, part number [customer part number]/ [part description] delivered to [customer name]'s receiving plants: [receiving plants].

In order to avoid any loss and/or damage regarding our delivery quality, please observe the following requirements:

1. Pallet loading and unloading

Pallets will be handled and stacked in a vertical position by only using a fork lift or other mechanical device.

WARNING: Do not load more than 1 pallet on top of each other.

2. Opening pallets and transferring boxes

Pallets will be opened and each box will be transferred to a safe or to another storage.

3. Product assembly

Product will be assembled according to the following sketches:

Image 1: [customer name] [part description]

Important!

The customer representative cannot engineering or recommend that you to modify any product with instructions based on the above sketches.

To be filled out by the customer:

Product user instruction template agreed upon by: [customer representative name and function]

Customer agreed:

Customer agreement date:

[signature]

Commented [16A1]: This instruction has to be specifically developed for your product.

Commented [16A2]: Write here your company name.

Commented [16A3]: Write here customer part number (how your customer identifies your part in its ERP system).

Commented [16A4]: Part names

Commented [16A5]: Adapt to your product specific requirements. Further steps, such as end user (consumer) consents, etc. can be added to match those requirements.

Commented [16A6]: Describe here assembly step.

Commented [16A7]: Insert here a relevant picture with explanation.

Commented [16A8]: Repeat steps.