

[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 assist you with the correct utilization of the products, 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: [Image 1 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.