



Dear Supplier,

Proper packaging and labelling of the shipment are essential measures to ensure a smooth flow of goods. Following the instructions described below will speed up operations, reduce errors and complaints, and ensure successful deliveries and installations. Every shipment delivered to Modeo must meet the following requirements.

Pallet Labelling

Each pallet must be clearly labelled with:

- Order reference(s)
- Product names and product codes
- Colors and models specified
- Quantities
- Position/location numbers (if provided)

The information must be clearly readable on a separate list attached to the pallet.

Packaging Requirements

Goods must be packed to withstand transport conditions and avoid damage. The following must be considered:

- Load height: The load must not be too high to ensure stability and ease of handling.
- Pallet size: The load must not be larger than the pallet, and goods must not extend beyond the edges.
- Packaging materials: Sufficient protective materials must be used to prevent damage and movement.

Every shipment delivered to Modeo must meet the following requirements.

Best regards,

Modeo