

LABEL ORDERING PROCESS

Labels are a very important part of our corporate identity, on our products and other placements.

Labels must always comply with our corporate colours, fonts, layouts, etc.

When ordering labels, always follow this process:

- 1. Profile with image and data on the ERP.
- 2. Have a datasheet / drawing and image made and attached to product in ERP.
- 3. Have the drawing checked and approved by two different qualified people
- **4.** Obtain a quote, using the datasheet and observe the specifications details.
- 5. Have quote approved by buying manager and order accordingly
- 6. On receipt, have labels check and approved, prior to receiving