Valid for production parts suppliers and service providers
Valid for the location of

teamtechnik Maschinen und Anlagen GmbH, 71691 Freiberg am Neckar, Germany,
in as much as no special agreements have been made in writing.

1. Outer Packaging
   - The parts must be secured against damage.
   - Skeleton container adapted to European pallet dimensions of 1200 x 800 mm, max. packing height 1000 mm.
   - Carton packing to European pallet dimensions of 1200 x 800, maximum permissible pallet height 1000 mm (base carton dimensions, for example, 600 x 400 mm or 400 x 300 mm).
   - The permissible total weight of a full container or carton may not exceed 15 kg (manual handling).
   - One package may only contain one teamtechnik order.

2. Identification
   - The outer packaging must be marked or labeled with the following:
     - the teamtechnik order number
     - the delivery slip number
   - The contents of the inner parts packing must be clearly identified with the following:
     - the teamtechnik order number
     - the teamtechnik project number
     - the part number
     - the item number on the order form.
   - This identification labels are to be attached to the packing units so that they are visible on the outside of the short side of the packed item.
3. **Delivery Documents**

- Consignment note with the shipment number and **all** packing units, (4 copies) according to the **VDA standard 4922**.

- Delivery slip with the following information:
  - Delivery slip number (only give one delivery slip number per shipment),
  - Date,
  - The teamtechnik order number
  - The part number and part description,
  - Amounts,
  - Reference to the order date (item number from the teamtechnik order),
  - Comment as to which package contains the drawings.

- Drawings must be ordered by the item numbers in the teamtechnik order and placed in one packing unit.

- Any other accompanying documents that were especially requested by teamtechnik.

- Material certificates and test records must contain:
  - the teamtechnik order number, the part number and reference to the order date (item number from the teamtechnik order).
  - These documents must be fixed to the corresponding drawing.

- If a delivery service is used, the delivery slips are to be attached to the package; if the shipment is made through a logistics company, the delivery slips are to be added to the goods.

4. **Times for incoming goods**

Monday - Friday 07:00 to 15:30 o'clock
Lunch break 12:00 to 12:45 o'clock

For questions, please contact: Jürgen Pürringer Tel.: +49 (0) 71 41 70 03-56