

# Photo Requests Workflow - New Customer

## 1. New customers (first time purchase)

### Product details confirmed

#### good quality photos for

- 1 wire diameter
- 2 lengths, weight
- 3 Surface treatment
- 4 packaging



Check diameter



labels (need to be printed out and tagged to the product)



Perform packaging per contract requirement, for example, by remarks on packaging: one meter per one, one ton per bag, each strip of cloth should be padded when bundling to prevent surface abrasion

Each bundle is wrapped in plastic and strapped to facilitate unloading

## 2. Stock Photos

Proof that job has been done, waiting for the container pick up, the final payment is required

Book the container with freight forwarder



\*\* also send a video of the production process

## 3. Mill Testing Photos

### **Loading - photos workflow**

Before loading, please check the condition of the container.

1. Prevent tree branches, leaves and sawdust get in

When the container arrives, take a broom and clean the container thoroughly

2. Pallet: No matter which country it is exported to, the exported wooden pallet must be fumigated, and there cannot be any bio-elements. The pallet is generally fumigation-free or fumigated and has the IPPC certification mark. If there are any wood, they must be fumigated, and the wood packaging should be treated with pest control. Customs clearance requirements differs by specific country and might need us to provide a certificate of no wood packaging, or a fumigation certificate is required

Images should include:

Empty crate floor (clean and tidy, no sawdust)



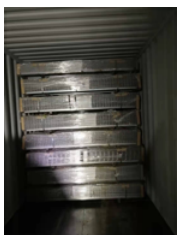
side with container number



Trademark and label reference(words can be seen at close range)



product:  
halfway through



**During sealing**  
**half-closed door container**



Sealed container



seal serial number



Loading Reminder:

The number of pieces and total weight are strictly in accordance with the contract, and the weight error is best controlled within 150kg. Check production slip against mock up loading list from the office.

Reason: The customs declaration is reported according to the ordered contract, and the actual weight should not be too off. If the weight is less or more above a threshold, the port of destination will check the weight, and the non-compliance in this will be fined.