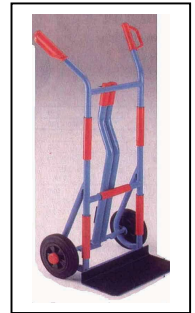


## Rules of conduct for goods produced by Malow (transport, storage, delivery to the end customer)

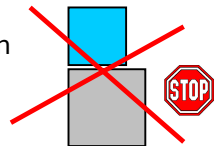
### **1. Unloading goods produced by Malow**

- an unloading ramp is required for the correct unloading of products.
- in the case of lack of a ramp - slide the product with the rear wall turned around towards the inside of the car. Before attempting to slide off the product from the trailer, secure well the edge of the trailer.
- pay attention to warning signs placed on labels and strictly obey the warnings.
- before removing the product from the trailer, carefully check the packaging, in the event of any damage, check if the product has not been damaged as well.
- in the event of damage to a product disqualifying it from further sale, the defective products should be deleted from the transport document and sent back to the manufacturer (preferably by the same transport immediately)
- hand trolleys are the best for transporting furniture from the trailer and pallet trucks in the case of products placed on pallets. It is not advisable to move the product on the floor of the trailer (the hood of the bottom panel may get torn off, there may be dents and paint bruises).



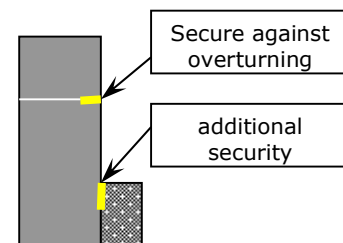
### **2. Storage of goods in warehouses**

- warehouses should be dry, heated
- products in the warehouse should not be stacked on top of each other. In the case of a small storage space and the need to stack the products (only light products allowed, for example a 2-drawer filing cabinet, extensions for office cabinets), the tops of the products should be additionally well protected. **Do not double stack products on pallets.**
- to transport products in the warehouse, use hand trolleys such as those used for unloading – see point 1 - Unloading goods produced by Malow
- when transporting products on pallets, avoid sharp turns and sudden braking so as not to overturn the transported products. Remember that the gauge of the pallet truck should be appropriately smaller than the internal spacing of the outermost blocks of the pallet. Failure to do so may result in damage such as cracks, fractures and deformation of pallets.
- moving products in the warehouse should be as rare as possible - it will protect against possible damage to the product or damage to the packaging.
- do not push products on pallets along the floor, as this may damage the pallet and result in overturning the product



### **3. Delivery of goods to the end client**

- for the transport of products should be used trailers with additionally secured sides in places where the product may come into contact with the side
- before loading the products, carefully read the information from the labels placed on the front sides of the product
- products should be transported in accordance with the warning signs placed on the packaging, if it is necessary to transport product in a different position, it is forbidden to transport it on the door and sides
- products **must not** be stacked on top of each other during transport
- products should be placed on the trailer in accordance with the order of unloading them from the trailer. Products cannot be placed with the lock facing the car's side. When transporting products of different heights, it is necessary to additionally protect the edges of the lower products and to secure them against overturning.
- after loading, secure the products on the trailer with a beam or straps.
- when it is necessary to bring a product by hand to the client's premises, it is absolutely **necessary** to carry the products with the doors or drawers upwards



**In case of any comments regarding problems with MALOW products  
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