



1. PURPOSE

- 1.1. To define requirements and expectations regarding the production of The Vollrath Company, LLC ("Vollrath") Instruction Documents.

2. SCOPE

- 2.1. This applies to the production of instruction documents for Vollrath products produced by the supplier under the guidance of Vollrath purchasing, Engineering or Marketing that specify inclusion of an instruction document.

3. SPECIFICATIONS

3.1. Art Work (Content)

- 3.1.1. Operator's Manuals shall be printed using the original document as provided by Vollrath via the company website (www.vollrath.com). Reprints (second generation duplicates) are not acceptable.
- 3.1.2. If the Operator's Manual is revised, the current revision will be posted on the Vollrath.com web site. The supplier must ensure only the latest revision is produced and supplied with each production run. If a multi-language file is available, the supplier shall print that file.
 - 3.1.2.1. The Operator's Manual included with a product shall conform to the revision date as posted on the Vollrath Company website (<http://vollrath.com>) by item number on receipt of the purchase order for an item.
- 3.1.3. The supplier shall not revise the content of the instruction document.

3.2. Paper

- 3.2.1. The paper used for instruction document shall meet the following requirements:
 - 3.2.1.1. The paper weight shall be equivalent to 24lb stock.
 - 3.2.1.2. The paper shall be white with a minimum brightness level of 96 (157 brightness).
 - 3.2.1.3. The instruction manual shall be printed in booklet form on 11 X 17" paper.
 - 3.2.1.3.1. The final booklet will be 8-1/2 X 11" when folded in booklet form

3.3. Layout

- 3.3.1. The layout of the instruction document shall be exactly as provided in the artwork file including:
 - 3.3.1.1. No scaling; the fonts, symbols, and graphics shall be in accordance with the sizes as provided in the art.
 - 3.3.1.2. Upper and lower margins.
 - 3.3.1.3. Right side and left side margins.
- 3.3.2. Blank pages shall be provided as they may be contained in the art.

3.4. Folding & Printing

- 3.4.1. Unless otherwise specified, all instruction documents are to be printed in black and white.
- 3.4.2. The folds shall be straight and crisp, preferably by machine.
- 3.4.3. The printing and folding shall be in a manner that presents the instruction manual in Portrait mode.
- 3.4.4. The pages shall be properly correlated so that the pages are presented in order, first to last page, with the front cover page presented on the outside with the fold on the left.
- 3.4.5. The booklet shall be assembled using a minimum of two center staples, assuring the staple ends are on the inside seam of the folded booklet.

4. IMPLEMENTATION

- 4.1. The appropriate instruction document shall be provided with each product produced.
 - 4.1.1. The instruction document shall be protected in an appropriately sized poly bag.
 - 4.1.2. The instruction document shall be located within the packaging or product such to be visible and obvious to the person unpacking the unit.

5. EXECPTIONS

- 5.1. Must be submitted in writing to and approved by the Vollrath Purchasing Department.