



DELIVERY NOTE INSTRUCTIONS: 3DCrowd UK

There is one universal delivery note that will work for every journey scenario. This enables prints to travel from A to B with some physical documentation.

Please follow these instructions alongside the SOP. If information is ever contradictory between this document and the SOP, the SOP is the primary document to follow.

Makers

1. Circle either Maker to HUB OR Maker to Order (Order represents the End User)
2. **Sender Name + Email:** Put Maker somewhere in this box, your name and email address. If you are sending to an end user you can use a 3d crowd email: orders@3dcrowd.uk
3. **Delivery Location Name + Details:** Include contact name, address and whether it's a hub or end user. If you have an order number because it's going to an end user please include this here or in Additional Details.
4. **Quantity Totals:** Hopefully this is self explanatory. Please write clearly
5. **Material:** Clearly indicate the 3D print material(s) contained in the package
6. **Date of Delivery:** This is the day your prints leave your premises.
7. **Additional Notes:** this might be useful to note down how many parcels there are.
8. Don't forget to also include **The Face Shield Assembly Instructions** if your order is heading straight to the front line, exactly as outlined in the SOP.
9. **Tape your Delivery Note** to the packaging and it's good to go.

HUBS

1. Circle either HUB to Order **or** HUB to HUB (Order represents the End User)
2. **Sender Name + Email:** Put HUB somewhere in this box, your name and email address. If you are sending to an end user you can use a 3d crowd email: orders@3dcrowd.uk
3. **Delivery Location Name + Details:** Include contact name, address, add 'HUB' or Order to the beginning of the address. If you have an order number because it's going to an end user please include this here or in Additional Details
4. **Quantity Totals:** Hopefully this is self explanatory. Please write clearly
5. **Material:** Clearly indicate the 3D print material(s) contained in the package
6. **Date of Delivery:** This is the day your prints leave your premises.
7. **Additional Notes:** This might be useful to note down how many parcels there are
8. Don't forget to also include **The Face Shield Assembly Instructions** if your order is heading to the front line, exactly as outlined in the SOP.
9. **Tape your Delivery Note** to the packaging and it's good to go.