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## CEWOOD Return Material Packaging Guidelines

To ensure safe and efficient transport, compliance with CEWOOD Recycling Program requirements, and protection of materials, customers must strictly follow these packaging guidelines when preparing materials for return.

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### 1. Off-cuts and Small Pieces of Panels (< 600 × 300 mm)

- Packaging unit: Must be placed in CEWOOD-provided big bags only.
- Bag placement: Each big bag must be positioned securely on a standard EUR pallet or CEWOOD pallet provided with the delivery of materials.
- Maximum weight per big bag: 600 kg. Do not overfill.
- Bag closing: Big bags must be tightly sealed at the top with provided ties to prevent spillage of small pieces.
- Stacking on pallet: Only one big bag per pallet is allowed.
- Stability: Bags must be centered on the pallet to avoid tilting. Pallet must be wrapped with stretch foil to stabilize the load.
- Labeling: Each bag must carry a Return Label with:
  - Customer name
  - Invoice number

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### 2. Surplus Panels and End-of-Life Panels (≥ 600 × 300 mm)

- Packaging unit: Must be placed on standard CEWOOD pallets (1200 × 1200 mm or 1200 × 600 mm).
- Stacking method:
  - Panels must be stacked flat, not upright.
  - Panel edges must be aligned to prevent bending or cracking.
  - Maximum stack height: 1200 mm (including pallet).
  - Maximum weight per pallet: 600 kg.
- Protection:
  - The stack must be wrapped with industrial stretch foil (minimum 3 layers, including top cover).
  - Use corner edge protectors to avoid damage during strapping.
  - Secure the stack with at least 2 horizontal straps.
- Condition of materials: Panels must be clean, untreated, and free from paint, plaster, screws, adhesives, or other contaminants.
- Labeling: Each pallet must carry a Return Label with:
  - Customer name
  - Invoice number

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### 3. General Packaging and Transport Rules

- Non-compliant packaging: CEWOOD reserves the right to refuse non-compliant returns or to apply handling/sorting charges.
- Transport responsibility: The customer is responsible for loading the pallets safely and ensuring they are transport-ready.
- Pallet condition: Only undamaged wooden EUR pallets are accepted. Broken pallets will not be handled.
- Photographic proof: Customers must send photos of packaged returns (showing pallet stability, wrapping, and labeling) to CEWOOD before shipment approval.
- Rejected loads: Shipments not matching these guidelines may be refused at the CEWOOD facility.

**Signed on behalf of the Customer (Name, date):**