

New Product Development Form

PLEASE SAVE A COPY OF THIS FORM USING THE CODE/SAM NUMBER AS FILE NAME **BEFORE** YOU COMPLETE ANY FIELDS!
COMPLETED FORMS NEED TO BE SAVED ON macspecial SERVER IN PROD DEV FORMS FOLDER.

ELV/Prem Code		Product Image
Sample Code		
Supplier Name		
Product Description		
Supplier Code		
Indicative Price GBP		
Based on USD Rate of		
Carriage Cost 40ft		
Carriage Cost 20ft		
Brand		
Product Artwork		
Box Artwork		
Over Box Artwork		
Ratings Label		
Delivery Time		
MOQ		
Packing		
Colour		

Product Info Completed by;	Position
	Date

Other Information

Documentation Notes

When product data has been completed please save a copy of the form (using the code or SAM number as the file name) and e-mail to Andrew Gore who will insert the product image. The form will then be forwarded to Simon Deeley who will make a note of required documentation and forward the form to Purchasing. Simon Deeley will then either sign the form to accept the documentation or will make notes of any further action needed and forward the form to Purchasing. Once the form is signed by Simon Deeley, artwork can be created.

Documentation

All indicated Certificates/Approvals must be submitted and approved before any artwork is created.

Product Documents

Date of Document Issue

LVD (Cert & Report)

EMC (Cert & Report)

RoHS Report

ErP (Eco Design)

Batteries (Lithium Ion/Lead Acid)

Power Supply Documents

Date of Document Issue

LVD (Cert & Report)

EMC (Cert & Report)

RoHS Report

ErP (Eco Design)

Signature to lock Documentation Panel

--

Signature to accept Documentation