



Hemtack

ENGINEERING CHANGE ORDER

REQUEST DATE	6/25/2020	REQUESTED BY	H. AMEZQUITA	REQUESTED RELEASE DATE	7/2/2020	ECO #	ECO-00011
AFFECTED PRODUCT LINES	ROLLER SHADES, ZEBRA SHADES, SHEER SHADES, ROMAN SHADES, BLINDS, WOVEN WOOD.						
REASON FOR CHANGE	IMPROVE PACKAGING PROCESS TO ELIMINATE MISSING/WRONG COMPONENTS OR PARTS IN SHIPMENTS.						
DESCRIPTION OF CHANGE	ADD "PACKAGING CHECKLIST" LABEL OUTSIDE EVERY BOX (SEE ATTACHED ARTWORK).						
COST IMPACT	+\$0.0175 USD PER BOX (LABEL COST PER QUOTE #7775 FROM LABEL ID)						
DOCUMENT / PART NUMBER	OLD REV	NEW REV	DOCUMENT/ PART DESCRIPTION	CHANGE DESCRIPTION	FORM, FIT, OR FUNCTION AFFECTED <small>Yes, or No</small>	PART DISPOSITION <small>(USE AS IS) (REWORK) (SCRAP) (OBSOLETE) (RETURN TO VENDOR) (OTHER)</small>	
MEET0148			LABEL, PACKAGING CHECKLIST	NEW PART NUMBER	NO	N/A	
ADDITIONAL INFORMATION	ONE (1) LABEL TO BE ADDED OUTSIDE EVERY BOX. TO BE FILLED BY THE PACKAGING OPERATOR. TO BE CHECKED BY THE QC AUDITOR BEFORE RELEASING FOR SHIPMENT.						
AFFECTED DOCUMENTS / PROCESSES (CHECK ALL THAT APPLY)							
BOM / CONFIG	<input checked="" type="checkbox"/>	PRODUCT / PART SPEC	<input checked="" type="checkbox"/>	QC CHECKLIST	<input checked="" type="checkbox"/>	PART DRAWING	<input type="checkbox"/>
				ASSEMBLY DRAWING	<input type="checkbox"/>	INSTR SHEET	<input type="checkbox"/>
				PROCESS VISUAL AIDS	<input checked="" type="checkbox"/>	WORK INSTRUCTIONS	<input type="checkbox"/>
ECO APPROVALS ROUTING							
APPROVER	APPROVAL REQUIRED	APPROVER NAME	APPROVAL STATUS	APPROVED ON	NOTES		
PHASE II MANAGEMENT (US - DL)	<input checked="" type="checkbox"/>	T. DAVIDSON	APPROVED	06/26/2020			
PHASE II PROD DEV (US - NY)	<input checked="" type="checkbox"/>	L. HUNT	APPROVED	06/30/2020			
MANAGEMENT (MX)	<input checked="" type="checkbox"/>	L. MONTEJO	APPROVED	06/30/2020			
QC / ENG (MX)	<input checked="" type="checkbox"/>	H. AMEZQUITA	APPROVED	06/25/2020			
IT (MX)	<input checked="" type="checkbox"/>	E. CASTELLANOS	APPROVED	06/30/2020			
PRODUCTION (MX)	<input type="checkbox"/>						
MATERIALS (MX)	<input type="checkbox"/>						
ACTIONS REQUIRED							

BOM / CONFIG	<input checked="" type="checkbox"/>	WILL BE MODIFIED BY IT (MX)
PRODUCT / PART SPEC	<input checked="" type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
QC CHECKLIST	<input checked="" type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
PART DRAWING	<input type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
ASSEMBLY DRAWING	<input type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
INSTR SHEET	<input type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
PROCESS VISUAL AIDS	<input checked="" type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)
WORK INSTRUCTIONS	<input checked="" type="checkbox"/>	WILL BE MODIFIED QC / ENG (MX)

PICTURES, DRAWINGS, ETC.

3"

PACKAGING CHECKLIST

- Instruction Sheets**
- Installation Brackets**
- Screws**
- Safety Tension Device**
- Safety Warning Tags**

PACKAGED BY: _____

MEET0148, Rev. 1

4.25"

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- Instruction Sheets
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PACKAGED BY: **XXXX**

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