# Define one packing rule

Record the approved materials and exact conditions. This blank worksheet is not an approved instruction.

Rule ID / revision

Owner / review date

Exact SKU(s) or tested group scope

Destination / channel / bundle conditions

Barcode value / inventory mapping / approved label file

## MATERIAL ASSIGNMENT

| Material | ID + artwork revision | Quantity / basis | Placement |
|---|---|---|---|
| Outer package | | | |
| Product label | | | |
| Insert / card | | | |
| Branding extra | | | |
| Protection / wrap | | | |

Specify per-unit or per-parcel quantities. Record exact attachment points; do not improvise holes or label positions.

Write NONE, APPROVED DEFAULT or UNCONFIRMED explicitly.
A blank field must never silently mean that nothing is added.

# Test, resolve and release

Use representative products and orders. Keep approval, the rule sheet and the packed example together.

Fit / protection test and packed-example reference

## EXCEPTIONS AND CONFLICTS

Condition / current requirement source

Changed fields / exact material or quantity

Conflict or missing information / decision owner

HOLD when a SKU is unknown, material is unavailable, instructions conflict or the mixed order has not been tested. Contact the named owner before packing.

## RELEASE CHECKS

- [ ] Every exact SKU has a deliberate assignment.
- [ ] Material IDs, artwork versions and quantity basis are clear.
- [ ] Representative and mixed-order fit / protection have been tested.
- [ ] Barcode-to-item matching has been checked in the actual system.
- [ ] Unknown, missing-material and conflicting-rule cases were tested.
- [ ] Current instructions are distributed; old working copies withdrawn.

Approved by / approval date / effective date

Working-copy location / previous version for rollback

A channel exception must not silently remove a protection or identity check. Record unresolved items before approval; this worksheet makes no service or compliance guarantee.