

SHERWIN-WILLIAMS PAINT, VARNISH AND LACQUER LABORATORIES

ROUTINE AND POLICY

Consecutive No. _____

July 15, 1970

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SUBJECT: PANELS - IDENTIFICATION AND MARKING

PURPOSE: All panels, prepared by PV&L Laboratories must be identified and marked with essential data so that such particulars are available when the panel is subsequently reviewed.

DISCUSSION:

Panels are generally intended to satisfy one of two requirements.

1. For presentation to customers, salesmen or used as displays or control panels. Those given to customers should convey professionalism, advertising, etc.
2. For internal laboratory testing purposes.

The Technical and Sales Departments have agreed on the format for panel markers, decals, and envelopes which are to be used for identifying, marking, and housing of panels. These constituents meet all of the current requirements so that no additional items are to be established for this purpose.

PROCEDURE:

Panels are to be prepared by using standard size metal stock; namely, 3" x 5", 3" x 6", 3" x 9", 4" x 12", or 6" x 12". They must be identified with the appropriate data including Customer, Product, Rex, Laboratory, Date, Finishing Schedule, Purpose of the Panel, and Name of Person who prepared the panel.

Those panels to be used within the laboratory for testing purposes could be noted with such data by using a crayon marker, felt tip pen, etc.

For panels presented to customers, salesmen, etc., only the standard markers and envelopes are to be used. These by identity and form number are as follows:

<u>ITEM</u>	<u>FORM NO.</u>	<u>USE</u>
Panel Marker	39014	This is a 3 $\frac{1}{4}$ " x 7-7/8" tab with pressure sensitive adhesive for attachment to back side of panel. Could be trimmed to fit all panel sizes.
Cover The Earth Emblem	39010	This is a 3/4" x 1 $\frac{1}{2}$ " decal with pressure sensitive adhesive for attachment to front side of panel to enhance the display when necessary.
Color Sample Panel Envelope	71630	For 3" x 5" panels
Manila Envelope	19307	For 3" x 6" panels
Manila Envelope	19306	For 3" x 9" panels
Manila Envelope	19305	For 4" x 12" panels
Manila Envelope	19304	For 6" x 12" panels

Stocks of the above items are maintained at the North Olmsted Printing

0007-SWP-0059319