

Information on how to use this template:

- 1) On '**Cover**' **Tab**, please select the relevant Category by typing a 1 on one of the marked boxes (**on Column D**). Only one box at a time, otherwise there will be an error.
- 2) Move to '**Returnables**' **Tab**. Applicable requirements for the selected category will automatically be denoted by 1, whereas the un-applicable requirements will be denoted by 0. (**on Column D**)
- 3) You may hide the rows with un-applicable requirements.
- 4) Complete the rest of the required details.
- 5) Save in **PDF and sign**. Or preferably you may sign and **lock the sheet** before sending to the buyer.

NB: Print-area might shift as information is populated. Adjustment may be made to fit to 1 page.