

RECEIVING INSTRUCTIONS

Thank you for choosing Royston products for your store. As always, we appreciate your business and are proud to have you as a customer.



BEFORE DOING ANYTHING, please read and familiarize yourself with these important instructions that explain the contents of the information packet included with your Royston products as well as any other documentation that may be attached to one or more of your products and/or their shipping containers. If applicable, a Royston drawing of your store layout is also enclosed in the information packet.

PACKING LIST AND MISCELLANEOUS PARTS

- Check all packages for damage and report any found to Royston Customer Service as quickly as possible.
- Attached to one of the shipping containers is a packing list of all items included in this shipment.
- Miscellaneous parts as well as Customer Order Kits (COKs) are located in containers labeled with an alpha character, i.e., A, B, C, etc.

LABELS

- Two label types are used in this shipment: (1) 3½" x 8" Item Listing and (2) 8½" x 11" Misc. Parts and/or COKs. Both show you the customer name, store numbers, and customer order number.
- The 3½" x 8" Item Listing label (see below) shows the item numbers that are packed **within that specific container**. On this particular label, the enclosed item is indicated as the "Royston #".
- The 8½" x 11" Misc. Parts and/or COKs label is found on containers labeled with an alpha character, i.e., A, B, C, etc., and tells you what miscellaneous parts and/or COKs are packed **within that specific container**.
- In addition to the labels on the shipping containers you will also find labels inside each cabinet. Please leave these labels intact until installation is complete as they can identify your equipment to Customer Service if necessary.

		ROYSTON LLC 1 PICKROY ROAD JASPER, GA 30143	
CUSTOMER XYZ MARKETS 1000 STORE ROAD KNOXVILLE, TN 37919		STORE: KNOXVILLE ← STORE PRODUCE WRKSTN	
ROYSTON C.O. 1234567	CUST. P.O. KNX12 ←	CUST. ITEM:	
ROYSTON # 12345678-001 ←			
AB123456CDEF-FDW1L-POKL-MN-OP		CUSTOMER P.O. ←	
CUSTOMER ITEM NUMBER ←			

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DRAWINGS AND INSTRUCTION SHEETS

- If applicable, two types of drawings may be included in this shipment: **(1) Royston Store Layout**, and **(2) Instruction Sheet (parts drawing)**.
- The Royston Store Layout provides you with the store layout and a bill of materials. Divided into various segments of the store, the bill of materials provides the instruction sheet numbers necessary when assembling the items. Below is a brief description:

DRAWING ID—Corresponds to placement of item in the store layout.

INSTRUCTION SHEET NUMBER—Identifies the specific Instruction Sheet needed for assembly reference and complete list of parts in COK. Look for the corresponding number on the bottom right-hand corner of the matching Instruction Sheet (parts drawing).

CABINET #—Is unique to that specific cabinet.

QTY—Indicates number of that particular item shipped for this store layout.

- Instruction Sheets (parts drawing) provide a representation of all necessary parts to complete a product and/or COK. Remember, when pulling the parts needed to complete a product and/or COK, be sure to reference the Instruction Sheet and its itemized parts listing with associated identification numbers.