Liverpool®



Supplier manual – Soft line, Hardline and Big Ticket merchandise measurements



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Introduction

Objective

This manual describes the method that Softline, Hardline and Big Ticket merchandise suppliers must use to measure the products they deliver to Liverpool.

Volumetry

Definition

The volumetry in logistics refers to the volume of objects or cargo. It is understood as the volume calculated from the maximum dimensions (length x width x height) of an object, either regular (such as a cube or box) or irregular (such as a living room furniture, a puff, etc.).

The volumetry can be calculated for both regular and irregular objects; it will always be that of a cubic shape conformed by the maximum dimensions.

Importance

The applications for the control of the operation in the Distribution Centers, starting with the most important one: the WMS (Warehouse Management System), in coordination with the ERP (Enterprise Resource Planning), have more functionalities that allow to optimize several processes of the operation of the storage that before in manual form would have been practically impossible to realize.

In the Item Master of these new applications, in addition to the article code, product description, product family, etc., it is possible to enter the maximum dimensions and weight for each item to be handled in a distribution center, including several levels of packaging of the same product (for example bottles or individual boxes, as well as cartons of several units or even complete pallets of the same product).

Advantages of having volumetric data

Some advantages of having volumetric data are the following:

- ✓ Better selection of type and size of transport units according to the volumetry of the merchandise.
- ✓ Consolidation of merchandise so as not to exceed a standard maximum capacity or weight of any transport unit.
- ✓ Optimization of the storage of the merchandise in the Distribution Centers.
- ✓ Better assignment of locations in the reception of product according to the dimensions for each location based on the products and their characteristics.



- ✓ Improvement in the performance of assignment of assortment orders not to exceed a standardized container or box.
- ✓ Optimization of the occupation of transport units.

Scope

The method and criteria described below apply to all Softline, Hardline and Big Ticket products. Any exception or particular criterion should be reviewed with the person in charge of Softline or Big Ticket delivery standards.

Gross volumetry: Consists of taking the dimensions of the product with the packing in which it is stored and transported and used for logistical purposes.

Net volumetry: Consists of taking the dimensions of the product without packing and has commercial purposes such as giving commercial information to the customer of the product to be acquired.

For gross volumetry (for logistic purposes) use the following guide by packaging type; for the net volumetry (for commercial purposes) use the sections "Irregular merchandise without packaging", "Regular packaging with marketing communications".

Types of Merchandise

Softline

Softline is defined as that which, due to the nature of its materials, is considered soft or flexible and it is delivered to the final customer without any additional rigid packaging (as box).

Examples: Blouse, T-shirt, Tablecloth, Towels, Quilt, Belts, Purses, Sandals, etc.

Hardline

Hardline is defined as a product that, due to the nature of its materials, has a rigid structure or it is delivered to the final customer with a rigid packaging.



Examples: Laptop, Cell phones, Video games, Boxed clothes, Shoes, Watch, Baptism set, Cosmetics, etc.

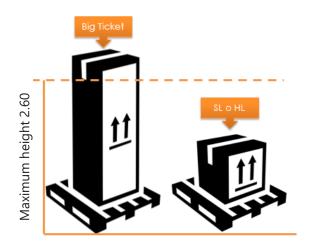
Big Ticket

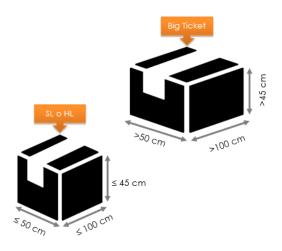
Big Ticket is defined as the one that due to the nature of its materials is constituted with a rigid structure and due to its dimensions requires a special transport to be delivered to the client's house.

Examples: Whiteline, TV and Sound, Furniture, etc.

Big Ticket is considered for its dimensions according to the following criteria:

- a) One side of the product measures more than 2.45 meters, regardless of the measurements of the other two sides. When placing an article with these characteristics on a pallet, the maximum height to be delivered at the Tultitlán Distribution Center (2.60 m) is exceeded, so it must be delivered to the Huehuetoca Distribution Center.
- b) Its 3 dimensions exceed 100 cm x 50 x 45 cm.







Softline and Hardline

Classification of products by type of packaging

For the preparation of this manual the goods were classified into 6 categories. Said categories were made based on the type of packaging of origin and do not correspond to the commercial categories such as Direction, Section, Group of Articles, etc.

- 1. Boxes in general
- 2. Clothing and textiles
- 3. Footwear with packaging
- 4. Regular packaging with marketing communications
- 5. Irregular packaging with marketing communications
- 6. Irregular merchandise without packaging

Method to take measurements of merchandise by packing classification

To perform the correct measurement of the merchandise, the first step is to identify the type of packaging and then take the measurements and weight.

Determination of dimensions

Boxes in general

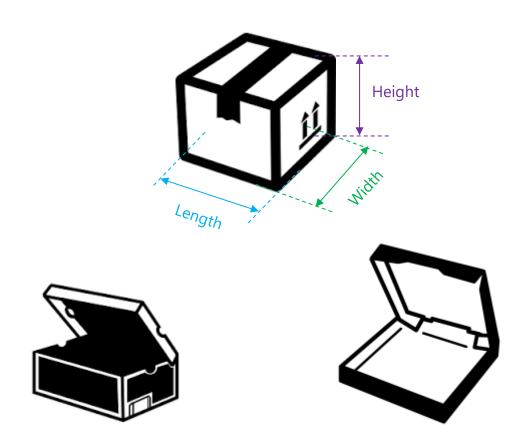
This type of packaging applies to products delivered in a carton box which packaging cannot be used for display.

Length: refers to the longest measurement of the object in the horizontal plane.

Width: refers to the shortest measurement of the object in the horizontal plane.



Pictorial markings for handling of goods must be respected when taking measurements and all units must be expressed in the standard units of measure (centimeters).



Wines and Liquors

In some cases such as wines, bottles are sold individually without any additional packing; in this case the measures of the master box will be taken as follows:

Length: refers to the longest measurement of the object in the horizontal plane.

Width: refers to the shortest measurement of the object in the horizontal plane.

Height: refers to the measurement of the object in the vertical plane.

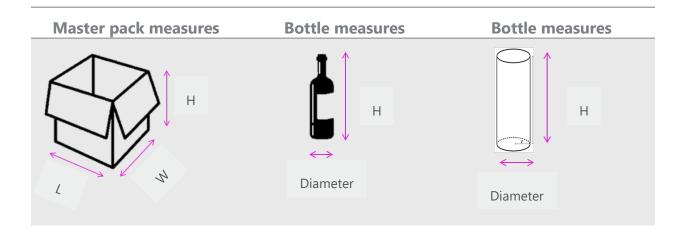
Pictorial markings for handling of goods must be respected when taking measurements and all units must be expressed in the standard units of measure (centimeters).



The measurements of the bottle will be taken as follows:

Diameter: refers to the measurement of the length of a straight line joining two points of a circumference (base) through the center of a cylindrical object. In this case Length and Width are equal to diameter.

Height: refers to the measurement of the object in the vertical plane.



Clothing and textiles

This type of packaging applies to products delivered in individual bags such as shirts or quilts, etc. Measures to consider:

Length: refers to the longest measurement of the object in the horizontal plane.

Width: refers to the shortest measurement of the object in the horizontal plane.

Height: refers to the measurement of the object in the vertical plane.

All units must be expressed in centimeters.

Measurements in clothes

Measures WITHOUT PACKAGING:

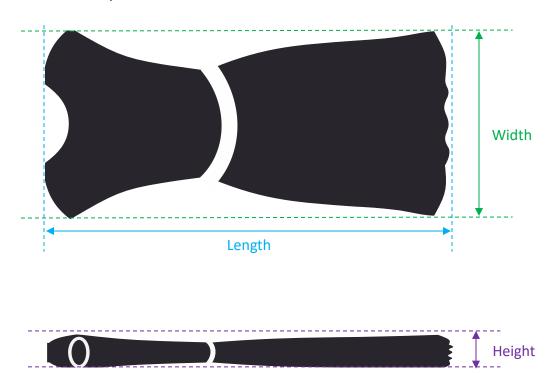


To take measures of clothes without packaging, the following will be considered:

Placing the garment on a flat surface naturally, so that measurements are easy to take.

The length will be the longest measurement of the garment in a top view; the width will be the shortest measurement of the garment and the height will be the thickness of it.

Here is an example:



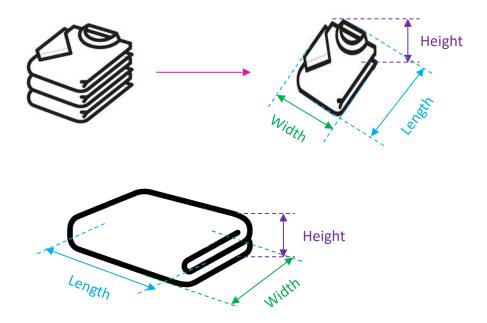
As shown in the previous example, by taking measurements in this way, it is possible to provide clear information to the customer about the measurements of the product.

To take measures of clothes with packaging, the following will be considered:

See the instructions for folding clothes in the next section.

For garments for which there are no instructions for folding, the measurements will be taken according to the folding that is used for the delivery of the merchandise in the distribution center.





Examples of merchandise contained in this classification.

Clothes	Sweater	Jackets and vests
Shirt	Jacket	Suits and coats
Blouse	Skirt	Ties
Suit	Vect	Shorts

Suit Vest Shorts
Coat Patterned clothing Swimsuits

Sports pants set Sports sleeve Underwear and pajamas

T-shirt Polo shirt Whites

Pants Dress Caps and hats Shorts Purse Sandals

Sweatshirt Polo shirts and t-shirts

Wet shirt / wetsuit Shirts

Top Jeans Bedding

Swimwear Pants

Mesh Sweaters and sweatshirts

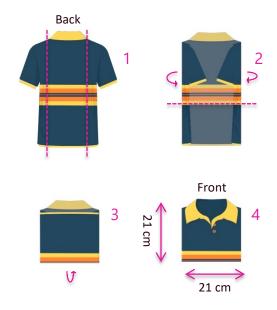
Mesh Sweaters and sweatshirts
Towels



Instructions for folding clothes

Below are the instructions for folding clothes.

Folded shirt and sweater | childish:



Width: 21 cm. Length: 21 cm. The length may vary but the width is standard.

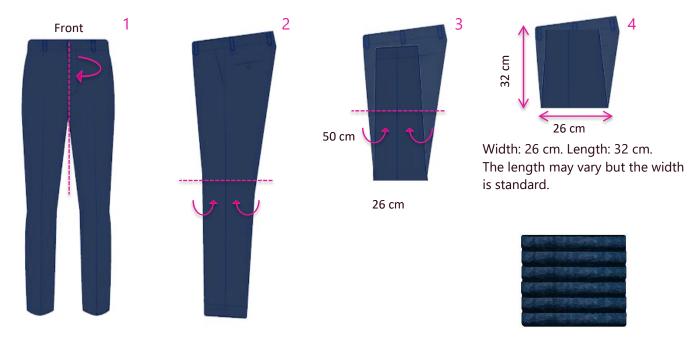
Folded shirt and sweater | adult:



Width: 26 cm. Length: 32 cm. The length may vary but the width is standard.



Folded pants | adult:



Considerations

For garments that are delivered without packaging, the net weight is equal to the gross weight. The measures WITH packaging will be those that result from the folded garment and the measures WITHOUT packaging will be those that result from measuring the garment on a flat surface.

For garments that are delivered hanging on a hanger, the net weight will be only that of the garment. The gross weight will be that of the garment plus the weight of the hanger and any other accessory that is used to protect the garment and that is not part of it.

Footwear with packaging

This packaging applies to all types of footwear merchandise regardless of the department:

- Gentlemen
- Ladies
- Kids
- Sports



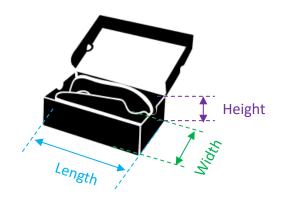
Only sandals are exempt since sometimes they are delivered without a box, so they should be considered as irregular packaging.

Length: refers to the longest measurement of the object in the horizontal plane.

Width: refers to the shortest measurement of the object in the horizontal plane.

Height: refers to the measurement of the object in the vertical plane.

Pictorial markings for handling of goods must be respected when taking measurements and all units must be expressed in the standard units of measure (centimeters).



The measurements must be taken with the box closed.

Regular packaging with marketing communications

This type of packaging applies to products delivered in a cardboard box whose packaging can be used for the exhibition.

Front reference

Usually, it is the side with the largest surface area used to "sell" the product to the final customer, in other words, the side where information related to the sale is appreciated; for example the name of the product.

Examples to determine the reference front:



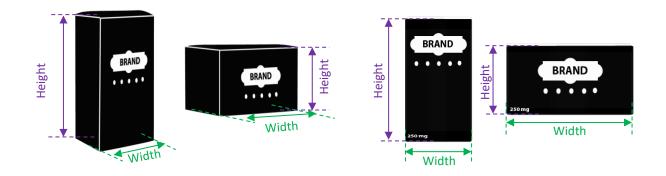








Some products, by their nature, have more than one possible reference front with the same size. These products can be presented both vertically and horizontally in their sales exhibition. If this is the case, the two measurements are correct.



Length: from the front to the back according to the Reference Front.

Width: from left to right according to the Reference Front.

Height: from the base to the top.







Items with accessories

For items that due to their characteristics have one or more accessories, the measures WITHOUT packaging will correspond to those of the main product.

For example: Laptops, tablets, shavers, consoles, printers, etc., it will not be necessary to include the measurements and weights of all the components such as: cables, manuals, accessories, etc.

Examples of merchandise contained in this classification.

Computers

Laptops
Gamer
Business
Desktop compute

Desktop computers

Tablets

Printers and multifunctionals

Computer accessories

Software

Electronics

Video TV Cameras and photos Fixed telephony

Audio

Headphones

Electronics for cars

Entertainment

Music Films Series

Books, CDs and movies

Cell phone accessories

Covers and protectors

Chargers Batteries

Other accessories

Video game consoles

Xbox Play Station Nintendo

Toys

Construction and

assemble Radio control Collectables

Board games and crafts

Home appliances

Blenders Microwave Electric furnaces

Blenders Cooking

Coffee makers and

capsules Irons

Vacuum cleaners

Air purifiers

Dispatchers Ventilators

Cavas

Extractors and juicers

Accessories Cutters Heaters

Sandwich Makers Food processors Roasters and grills Sewing machines

Baby's furniture

Stroller

Baby car seat Baby carriers

Chairs Bassinet Bath

Early stimulation Accessories Decor

Watchmaking

Accessories (he)

Watches Wallets Pens Shavers Glasses





Perfumery and cosmetics

Sets

Fragrances

Face Eyes Lips Nails

Accessories Skin care Haircare Hairstyle sets

Dryers

Hair straighteners

Curling irons, ferros and

tubes

Coloration

Wellness and health Rehabilitation and

orthopedics

Wheelchairs and auxiliary

Furniture

Other devices and

accessories Pharmacy Bath and body

Epilators Massager

Sponges and brushes

Men

Shaved off

Shavers

Hairdressing sets

Face Body

Babies

Curiosities

Bottles and accessories

Sterilizers

Pregnancy and lactation Monitors and security

Health Bath

Activity and entertainment

Room

Diapers and formulas

Irregular packaging suitable for exhibition

For this type of packaging, it is necessary to consider the Reference Front.

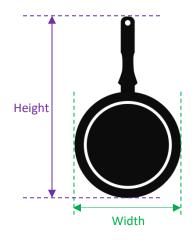
Important: see rules about the Reference Front in the "Regular packaging with marketing communications" section.

This type of packaging applies to products delivered with packaging that can be used for the exhibition but its characteristics are irregular.

Length: from the front to the back according to the Reference Front.

Width: from left to right according to the Reference Front.

Height: from the base to the top.















Once the length, width and height are determined, the dimensions can be measured. It is necessary to measure the maximum distance, that is, include projections, covers or complementary products (collectibles, samples, etc.) in the measurements.



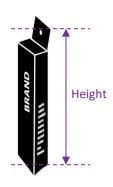




Hanging Items

They are the commercial articles of consumption that are presented on a hanger. If the hanging item has a perforation to be hung, it should be measured as if it were hanging. The requirement to always measure the maximum distance also applies to hanging items (including the tab).

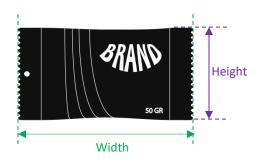


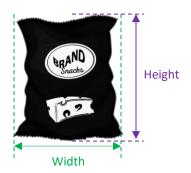




Items with flexible packaging

Are the items which its package or part of its package can easily change of shape. Includes bags, sachets, paper wrappers, stretch film or a combination of these materials.





Examples of merchandise contained in this classification.

House

Table

Whites

Bathroom items

Decor

Flowers

Travel goods

Patio and garden

Pets

Organization and storage

Toys

Stuffed toy

Costumes

Kitchen

Kitchen Casseroles

Repostería

Cake shop

Utensils

Cleaning

Cupboards

Benches and chairs

Breakfast area

Service tables

Beauty

Haircare

Brushes

Shampoos and

conditioners

Treatments

Coloration

Styling

Accessories

Bath and body

Bath and body

Bath gel

Soaps

Exfoliants

Oils and salts

Body creams

Hands and feet

Mom and baby

Babies

Diapers

Pacifiers

Accessories

Accessories (he)

Belts

Backpacks

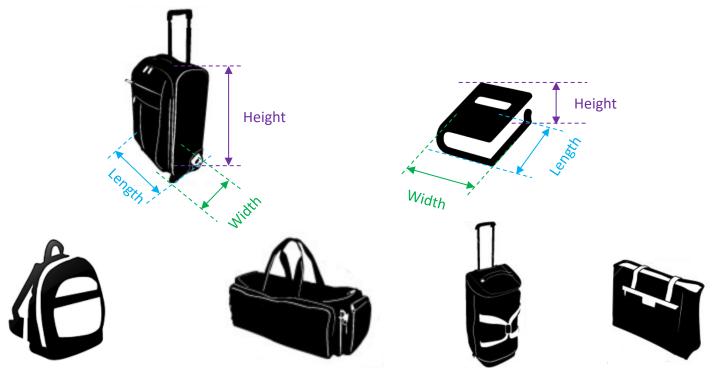


Jewelry

Irregular merchandise protected with a bag

This type of packaging applies to products delivered without packaging but can be displayed that way.

Length: refers to the longest measurement of the object in the horizontal plane. **Width**: refers to the shortest measurement of the object in the horizontal plane.





Weight

For the weight, two measurements are requested:

Gross weight: Corresponds to the measurement of the weight of the item with the individual packaging.



Weight = 1.2 kg

Net Weight: Corresponds to the measurement of the weight of the item without packaging.



Weight = 0.9 kg

Merchandise without packaging

There is merchandise that due to its characteristics is delivered without packaging and without any other protection or accommodation accessory (hangers); for example: some clothes, towels, rugs, among others. For these cases, the net weight and the gross weight is the same.

Standard units of measure for weight and volume

In order to unify the process of weight and volume measurement, the measurement units in which the dimensions and weights data have to be expressed will be defined at this point.



Unit of measure for weight

The units of measurement to express both the gross weight and the net weight of the merchandise will be grams (g).

Unit of measure for lengths

The units of measure to express the lengths for both measurements with packing and without packaging (length, width and height) will be centimeters (cm).

Volume calculation

To calculate the volume of a product, the following formula will be used. Volume = Length x width x height.

Examples of measurements for Hardline volumetry

Example of gross volumetry:

If it is required to determine the gross volumetry of a console whose measures with packaging are 38 cm long, 20 cm wide and 33 cm high, the following would be considered:



- a) The dimensions of width, length and height are:
 - i. W = 20 cm
 - ii. L = 38 cm
 - iii. H = 33 cm
- b) Volume:

 $Volume = W \ x \ L \ x \ H = 20 \ cm \ x \ 38 \ cm \ x \ 33 \ cm = 25,080 \ cm^3$



Example of net weight:

To determine the net weight of a console which weight is 3.7 kilograms and also has a command that weighs 500 grams, cables weighing 450 grams and stationery (warranty and manuals) weighing 350 grams, the following data would be considered:

- a) Have the weight data of the main product (it is not necessary to include the components of the merchandise) without considering the weight of the packaging.
 - i. Weight of the console = 3.7 kg
- b) Express the dimensions in the standard units of measure.
 - i. Weight of the console = 3,700 g
- c) Total Net Weight.
 - i. Net weight of the merchandise = 3,700 g

Considerations for the volumetry of Soft Line merchandise

- * Respect the folding instructions on clothes.
- Consider the final arrangement and the maximum measurements of the merchandise.









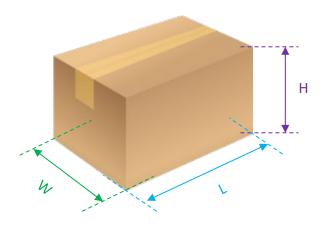
Big Ticket

Measures for volumetry of regular objects

Length: It will typically be the longest measurement of the object in the horizontal plane.

Width: It will typically be the smallest dimension measurement in the horizontal plane.

Height: It will be the measurement of the object in the vertical plane.



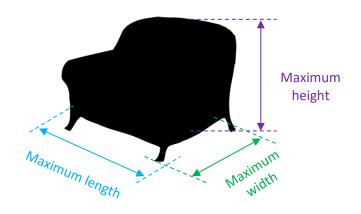
Measures for volumetry of irregular objects

This volumetry refers to the measures of maximum length, maximum width and maximum height; regardless of the shape of the object. The measurements will be taken when the object is on its base, respecting the pictorial markings for handling of goods.

Length: It will typically be the longest measurement of the object in the horizontal plane.

Width: It will typically be the smallest dimension measurement in the horizontal plane.

Height: It will be the measurement of the object in the vertical plane.

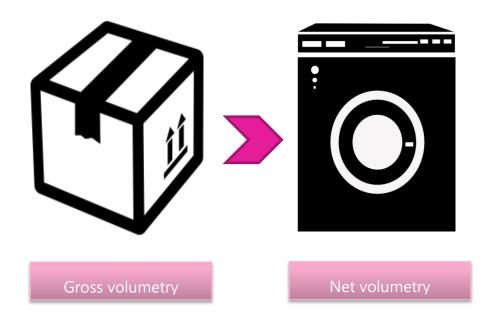




Gross volumetry vs net volumetry

The **gross volumetry** refers to the one obtained from the length, width and height measurements of the packaged merchandise and has logistics purposes such as efficient transportation, storage and messaging.

On the other hand, the **net volumetry** refers to that obtained from the measures of maximum length, maximum width and maximum height of the merchandise without packaging and has commercial purposes, such as publishing useful information on the measures of the product that it is acquiring.



For each product, both, the measurements of the packaged merchandise and the measurements of the unpacked merchandise are required.

Examples of measurements for Big Ticket volumetry

In order to have the cubic measurements of a product, the length, width and height dimensions must be considered; these must be expressed in the same unit of measurement, that is, in centimeters.

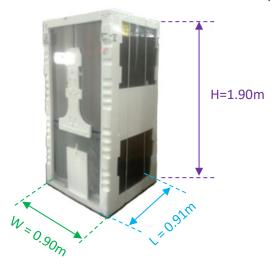


Example of gross volumetry:

If it is necessary to determine the gross volumetry of a refrigerator which measures (packed) are 90 cm wide, 91 cm long and 1.90 m high, the following would be considered:

- a) The dimensions of width, length and height are:
 - i. W = 90 cm
 - ii. L = 91 cm
 - iii. H = 1.90 m
- b) Express the dimensions in the standard units of measure
 - i. W = 90 cm
 - ii. L = 91 cm
 - iii. $H = 190 \text{ cm} (1.90 \times 100 = 190)$
- c) Volume:

 $Volume = W \times L \times H = 90 \text{ cm} \times 91 \text{ cm} \times 190 \text{ cm} = 1,556,100 \text{ cm}^3$



Example of net volumetry:

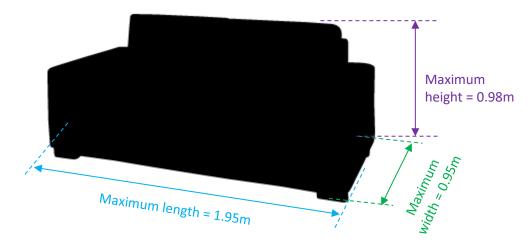
To calculate the net volumetry of a sofa which measurements (without packaging) are 1.95 m long, 0.95 m wide and 0.98 m high, the following would be considered:

- a) The dimensions of length, width and height are:
 - i. Maximum width = 0.95 m
 - ii. Maximum length = 1.95 m
 - iii. Maximum height = 0.98 m
- b) Express the dimensions in the standard units of measure.
 - i. Maximum width = $95 \text{ cm} (0.95 \times 100 = 95)$



- ii. Maximum length = 195 cm (1.95 x 100 = 195)
- iii. Maximum height = $98 \text{ cm} (0.98 \times 100 = 98)$
- c) Volume:

 $Volume = Max W x Max H x Max L = 95 cm x 195 cm x 98 cm = 1,815,450 cm^3$



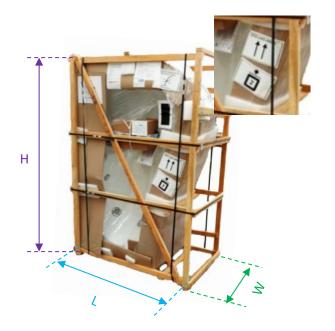
Considerations for gross and net volumetry

Due to the characteristics of the product and the packaging, it is possible that in some cases the dimensions of height, width and length of the merchandise do not coincide with the same dimensions of the packaging.

Pictorial markings for handling of goods **must be respected.**

For example, a bathtub:

Measures of gross volumetry



Measures of net volumetry





Volumetry of merchandise composed of two or more bulks

The purpose of packaging is to protect the merchandise during handling throughout the entire logistic process. For this reason, the packaging must be suitable to transport the merchandise and adapt to it, always taking into account factors such as weight, volume, fragility, value, handling and climate, among others.

Each product has a specific type of packaging. It is not the same to transport a washing machine to a baby bed. For the first case, a carton box with adequate internal protection is sufficient, however, for a baby bed, consisting of several components, using a single box is inadequate. Therefore, it is convenient to divide the merchandise into different bulks.

The volumetry calculated for the merchandise with regular and irregular form, as well as that composed of one or more packages, will always be that of a cubic shape conformed by the maximum dimensions and taking into account that the spatial arrangement must be optimal in order to maximize the space used both in storage and transport.

Pictorial markings for handling of goods **must be respected**.

Example 1

The next SKU is a baby bed composed of 5 packages.

- One bulk with the base.
- Two bulks with bureaus.
- One bulk with bed rails.
- One bulk with screws.

It is possible to see several measures of height, width and length:





Examples of height measurements



However, to obtain the volumetry, the maximum measures must be considered:



Example 2

A 3 piece living room set: sofa, loveseat and couch:







Living room set

Optimal accommodation

Measures for



Example 3

Bath kit composed of 3 lotions.



Considerations for the volumetry of merchandise composed of two or more bulks

- Search for the optimal arrangement of the merchandise.
- Pictorial markings for handling of goods must be respected.



Although the pictorial markings for handling goods are right, the arrangement is not the optimal



The arrangement is the optimal and the pictorial markings are respected



Unit Conversion

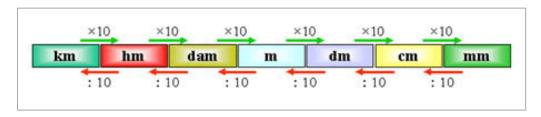
The conversion of units is the transformation of a quantity expressed in a certain unit of measure into another equivalent.

It is necessary to express all measurements in the same unit that was used.

Equivalency Table for dimensions

10 Millimeters (mm)	= 1 Centimeter (cm)
1 Decimeter (dm)	= 10 Centimeters (cm)
1 Meter (m)	= 100 centimeters (cm)
1 kilometer (km)	= 100,000 centimeters (cm)

For a clearer way to do the unit conversion, we can use the next image:



For converting units from left to right, we must multiplied by 10 any times its needed.

Example: For converting 50 meter (m) to centimeter (cm) we must do:

$$50m \times 10 \times 10 = 5000 cm$$

And for converting from a minor unit to a major one, we must divide by 10 any times its needed.

Example: For converting 100 millimeters (mm) to centimeters (cm) we must do:

$$100 \text{mm} / 10 = 10 \text{cm}$$



Equivalency Table for weight

1 gram (g)	= 0,001 kg
1 kilogram (kg)	= 1000 g
1 milligram (mg)	= 0,001 g

Examples

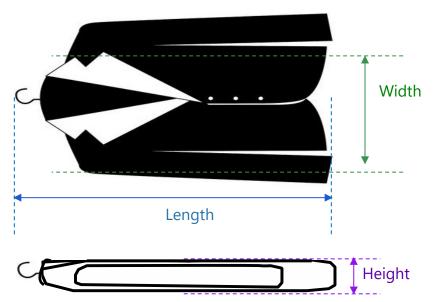
In this section, you will see different cases of measurements of different types of merchandise.

Clothes with Hangers

The hanger must be part for the measurements with packaging (dimensions and weight).

To measure this type of merchandise, you must:

- Place the cloth in a flat surface.
- > The length must be the longest side of the cloth. You must consider the hanger for the gross volumetry.
- > The width will be the shortest side of the cloth placed on the flat surface.
- > The height will be the thickness of the fabric.





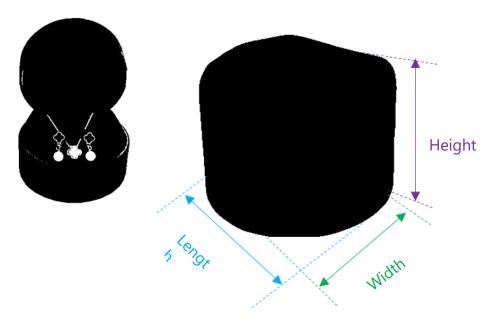
For the net measurement of this type of items, we must take out the hanger.

Jewelry

Normally, these kinds of merchandise are within their own packing that it is given to the customer when purchased.

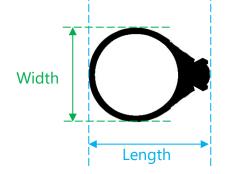
To take the gross measurements we must:

- > Place on a flat surface.
- We must consider the maximum dimensions.
- > The package must be closed.



To measure the net dimension we must:

- > Place the jewel on a flat surface.
- > Consider the maximum dimensions.



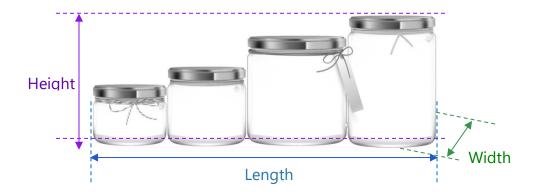




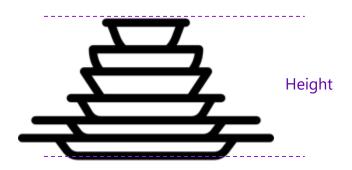
Sets

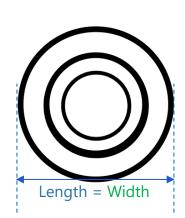
To measure without packaging this type of merchandise, we must:

- > Found the optimal arrangement.
- > Place on a flat surface.
- Consider the maximum dimensions.



In some cases, it will be possible to stack up the item. These types of arrangements are correct.







Caps and hats

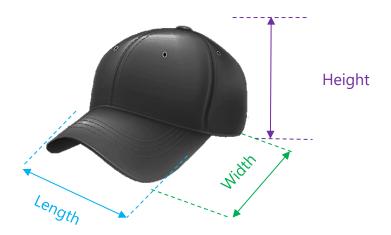
To obtain the dimensions without packaging, the following should be considered:

> Place the item on a flat surface similar to its use.

Length or length: Refers to the longest measurement of the object in the horizontal plane

Width: Refers to the shortest measure of the object in the horizontal plane.

High: Refers to the measurement of the object in the vertical plane.



Glasses

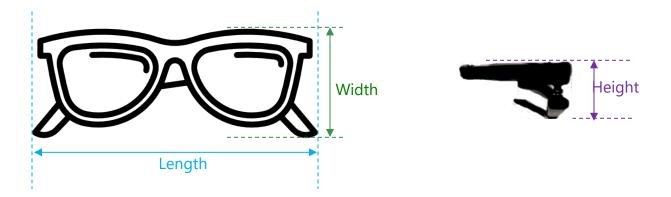
To obtain the dimensions without packaging, the following should be considered:

- > Place the item on a flat surface similar to its use.
- ➤ The protective case should not be taken into account

Length or length: Refers to the longest measurement of the object in the horizontal plane

Width: Refers to the shortest measure of the object in the horizontal plane.





Backpacks

To obtain the dimensions without packaging, the following should be considered:

- > Take the maximum dimensions take into account bags at the ends and the handles
- Place the item on a flat surface similar to its use.

Length or length: Refers to the longest measurement of the object in the horizontal plane

Width: Refers to the shortest measure of the object in the horizontal plane.





Sports articles

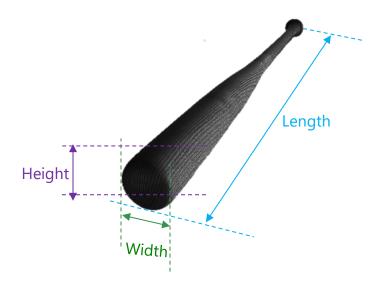
To obtain the dimensions without packaging, the following should be considered:

- Place the item on a flat surface similar to its use.
- > Take the maximum dimensions

Length or length: Refers to the longest measurement of the object in the horizontal plane

Width: Refers to the shortest measure of the object in the horizontal plane.

High: Refers to the measurement of the object in the vertical plane.



Bikes

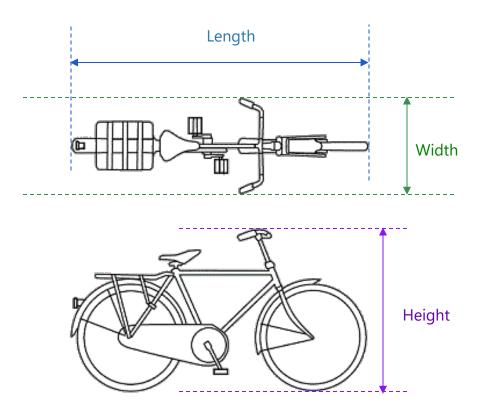
To obtain the dimensions without packaging, the following should be considered:

- Place the item on a flat surface similar to its use.
- > Take the maximum dimensions

Length or length: Refers to the longest measurement of the object in the horizontal plane

Width: Refers to the shortest measure of the object in the horizontal plane.





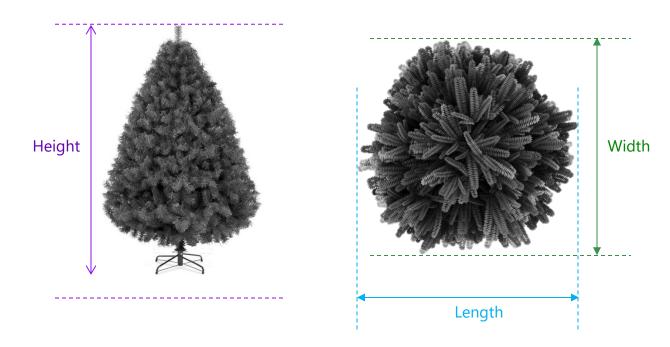
Christmas Trees

When obtaining the unpackaged measurements of this type of items, it must be found assembled and properly accommodated for use.

Length or length: Refers to the longest measurement of the object in the horizontal plane

Width: Refers to the shortest measure of the object in the horizontal plane.



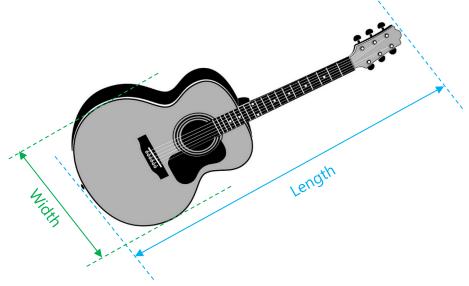


Musical instruments

The musical instruments are irregularly shaped, so it is recommended to place them on a flat surface to take the dimensions.

Length or length: Refers to the longest measurement of the object in the horizontal plane

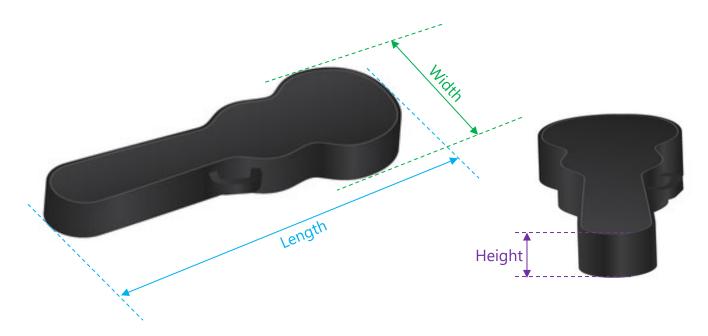
Width: Refers to the shortest measure of the object in the horizontal plane.







To obtain the dimensions with packaging, the case must be taken into account.







For additional information not noted in this document please contact

Mario Pani # 200
Col: Santa Fe
C.P. 05109
Del. Cuajimalpa De Morelo:

Phone: + 55 52683000 ext.

E-mail:

For information regarding imports procedures, contact Imports Area on the same location and phone number.