Assembly Manual Template

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1. Cover and product ID

• Product name: [name]

• Model / article number: [number]

• Version and date of this manual: [v1.0, month year]

• [Picture of the finished product]

• Manufacturer: [company name, postal address, website, email]

In the EU, the manufacturer's name and contact address must be on the product, its packaging or a document that comes with it.

2. Safety first

• [Most serious warning first, e.g. Tip-over risk: always fix this product to the wall with the wall anchor supplied.]

• [e.g. Small parts: keep away from children under 3 during assembly.]

• [e.g. Two people needed for steps 5 to 7.]

• Read all steps before you start. Keep this manual.

3. Before you start

• Time needed: [about 45 minutes]

• People needed: [1 / 2]

• Tools needed: [cross-head screwdriver, Allen key (supplied), hammer]

• Work area: lay the parts on a soft, clean surface, such as the box opened flat.

• Check the parts and hardware against the lists below before you start.

4. Parts

Letter	Part	Qty	Picture
A	[Side panel]	[2]	[drawing]
B	[Top panel]	[1]	[drawing]
C	[Shelf]	[3]	[drawing]
D	[Back panel]	[1]	[drawing]

5. Hardware

No.	Item	Qty	Actual size
1	[Screw M6 x 30]	[8]	[drawing at 1:1]
2	[Wooden dowel 8 x 30]	[12]	[drawing at 1:1]

No.	Item	Qty	Actual size
3	[Cam lock]	[8]	[drawing at 1:1]
4	[Wall anchor kit]	[1]	[drawing at 1:1]

6. Steps

Step	Action	Parts and hardware	Picture	Tip or warning
1	[One action only, e.g. Push dowels (2) into the side panel (A).]	[A x1, 2 x6]	[drawing: arrows show direction]	[e.g. Do not glue yet.]
2	[e.g. Fit the shelves (C) between the side panels.]	[C x3]	[drawing]	[e.g. The holes face down.]
3	[e.g. Turn the cam locks (3) a half turn clockwise.]	[3 x8]	[drawing, close-up of the lock]	

7. Final check

[ ] Every screw is tight.

[ ] The product stands level and does not rock.

[ ] It is fixed to the wall (see safety).

[ ] No parts or hardware are left over.

8. Care and maintenance

[e.g. Check and tighten the screws every 6 months.]

[e.g. Clean with a dry cloth.]

9. Help

Watch these steps as a video: [QR code + link]. Make a free QR code at manualtovideo.com/tools/qr-code.

Missing or damaged parts: [phone, email, website]. Have your model number ready: [number].

Turn this manual into an animated assembly video: manualtovideo.com