# Part Preparation & Shipping Guidelines

## Electronics (A/V, ECMs, Instrument Cluster, etc)

### Inspect and Clean

* 1. Confirm part description, any available ID #’s as well as interchange information on work order matches the part and any special instructions have been completed
	2. Check for broken/ missing components
		1. Broken mounting tabs
		2. Missing, broken or worn dials / buttons
		3. Cut wires or broken plugs
	3. Remove any plug-in wires at their connection point
	4. Wipe and dust the component avoiding heavy liquid usage
		1. Polish any interior facing lenses

### Tagging and Identification

* 1. Stock number or PO number should be engraved or written on hidden/inward facing portion of part only

### Shipping

* 1. All electronic components must be boxed
	2. At least 1-2 inches worth of packing space should surround the unit inside the box
		1. To quickly assess your box size: Use your index, middle, and ring finger as a minimum width-check between the outer box wall and the mirror