

Delivery and Document Review

A buyer checklist for the agreed MRCH order.

1. Match the order

- ☐ Compare model designation, configuration, quantity and included accessories with the order.
- ☐ Record the machine serial number and photograph the nameplate.
- ☐ Identify any missing item or mismatch before acceptance is completed.

2. Review condition and access

- ☐ Photograph packaging and visible transit damage before unpacking further.
- ☐ Check accessible parts, cables, hoses, brushes and collection components for visible damage.
- ☐ Confirm the machine fits the intended doorway, storage position and cleaning route.

3. Verify the document scope

- ☐ Match the document model list, identifier, issue date and configuration to the order.
- ☐ The published LVD and EMC images are separate documents; read each original in full.
- ☐ A document for one model does not establish coverage for every product or destination.

4. Agree the handover record

- ☐ List operating instructions, parts references and any order-specific records requested.
- ☐ Arrange any functional demonstration with trained personnel and the correct manual.
- ☐ Record open items, responsible contacts and the agreed next action in writing.

Buyer review aid, not a completed inspection report or conformity declaration. Confirm order-specific records with MRCH before purchase.

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