# 8.6 Release of Products & Services

## Endpoints - Deliveries and Pick up

Release of products and services Matic Media Services Limited only have two method of product release.  Deliveries and Pick ups.  Both are managed with the use of Project Endpoints.

### Endpoints

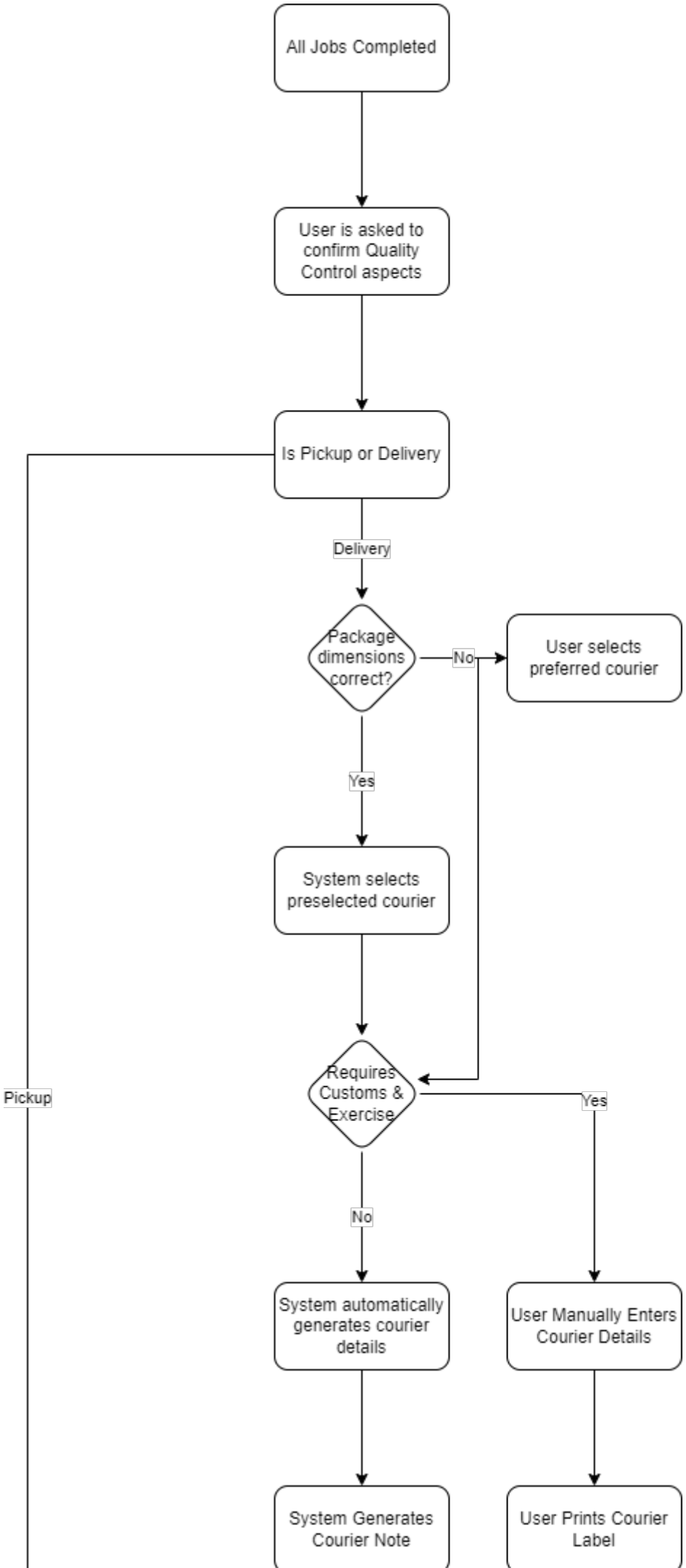
- A project endpoint represents the last stage of a Project.
- Each Project may have multiple endpoints
- An endpoint must be of the type;
  - Pickup - The customer is arranging collection
  - Delivery - The Company is arranging delivery
    - Delivery endpoints **must have an address**

#### Quality Control Aspects

Before any endpoint is completed the following quality control aspects are asked to be checked

- Package Dimensions
- Number of Packages
- Project Element Quantities
- Correct Artwork Packed
- Last Seen Quality Check
- Photographs if required have been taken

#### Endpoint Process


All Jobs Completed
User is asked to confirm Quality Control aspects
Is Pickup or Delivery
Delivery
Pickup
Package dimensions correct?
No
User selects preferred courier
Yes
System selects preselected courier
Requires Customs & Exercise
Yes
No
System automatically generates courier details
User Manually Enters Courier Details
System Generates Courier Note
User Prints Courier Label

# Dispatch Notes

Dispatch notes are a unique identifier that represents...

- The Project
- What was packaged
- The number of packages
- Courier Tracking Information
- Time packed

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