

Product specification sheet formatting

Source data is preserved. Formatting improves readability, tables, heading hierarchy, and layout consistency.

BEFORE Text with manual spacing and inconsistent alignment

PORTFOLIO SAMPLE • FICTIONAL DATA

Desk organizer specification sheet

Model OM 240

An open-compartment desk organizer for stationery and light office supplies. This sheet demonstrates how product information can be arranged in a format that is easy to read and update.

Key specifications

Parameter

Specification

Product name

Modular desk organizer

Model

OM 240

Overall dimensions

240 × 160 × 95 mm

Dimension order

Length × width × height

Net weight

420 g

Main material

Polypropylene (PP)

Base thickness

3 mm

Number of compartments

5

Removable dividers

2 pieces

Finish

Matte

Assembly

Not required

Color options and SKUs

SKU

Color

Finish

OM240-PG

Ivory

Matte

OM240-AB

Stone gray

Matte

Dimension notes

The overall dimensions indicate the size of the complete product, not the internal size of each compartment. Divider positions can be adjusted to suit the shape of the stationery. Before arranging the contents, check the available desk space and make sure that the items to be stored fit without being forced.

OM 240 | PRODUCT SPECIFICATIONS

1

AFTER Editable tables and a structured document layout

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Packaging and use

The following packaging, contents, and care information complements the product specifications. It serves as an example of table layout, extended text, and page breaks in a product document.

Packaging information

Parameter	Specification
Package dimensions	260 × 180 × 110 mm
Gross weight	510 g
Products per package	1 unit
Packaging material	Plain cardboard
Sample shipping condition	Dividers fitted inside the organizer

Package contents

Component	Quantity	Description
Organizer body	1 piece	Open compartments
Removable dividers	2 pieces	Repositionable to suit the arrangement
Care card	1 sheet	Brief cleaning guide

Care instructions

- Clean with a soft, slightly damp cloth.
- For light dirt, use mild soap and wipe clean.
- Dry all surfaces before returning items to the organizer.
- Avoid abrasive cleaners and prolonged soaking.

Storage and arrangement notes

Place the organizer on a flat, dry desk. Group items by frequency of use so that frequently used items are easy to reach. When moving the dividers, remove the contents first and refit the dividers without forcing them. Keep wet items separate from paper or other supplies that absorb water easily. When moving the organizer to another desk, lift it from the base and make sure that the contents do not protrude in a way that interferes with your grip. These instructions provide an extended text sample to demonstrate line wrapping and consistent paragraph spacing.

Sample status

All model names, SKUs, dimensions, weights, and product details in this document are fictional. This document is not client work, a manufacturer datasheet, test results, engineering validation, or a certification statement.

OM 240 | PRODUCT SPECIFICATIONS2

AFTER Editable tables and a structured document layout

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OM 240 | PRODUCT SPECIFICATIONS2