

EcoCocon Order & Delivery Guide

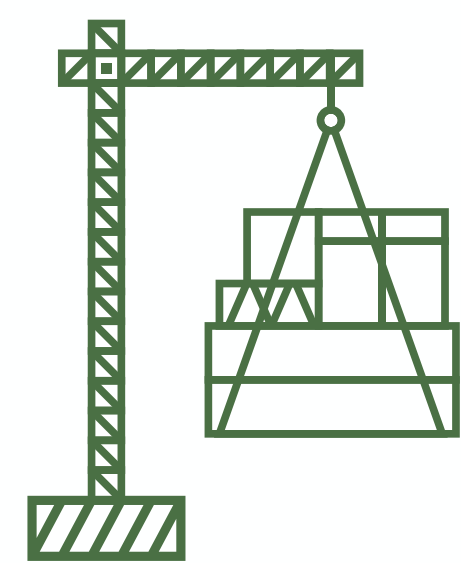
ECOCOCON® STRAW WALL SYSTEM

Updated: 2026-07-07



Table of Contents

01 Order Chain	3
Order Chain	4
From Enquiry to Estimate	5
Preparing the Panel Project	6
From Quotation to Agreement	7
Included in Quotation	8
02 Scheduling Delivery	9
Delivery Date	10
Transport	11
Building Site	12
03 Delivering, Unloading and Storing	13
Delivery Documents	14
Acceptance Certificate	15
Packaging and Loading Document (P+L)	16
Panel Labels	17
Documents for Assembly	18
Unloading	19
On-Site Storage	20



Thank you for building with EcoCocon — this guide will walk you through the order and delivery process, from placing your order to receiving your panels on site.

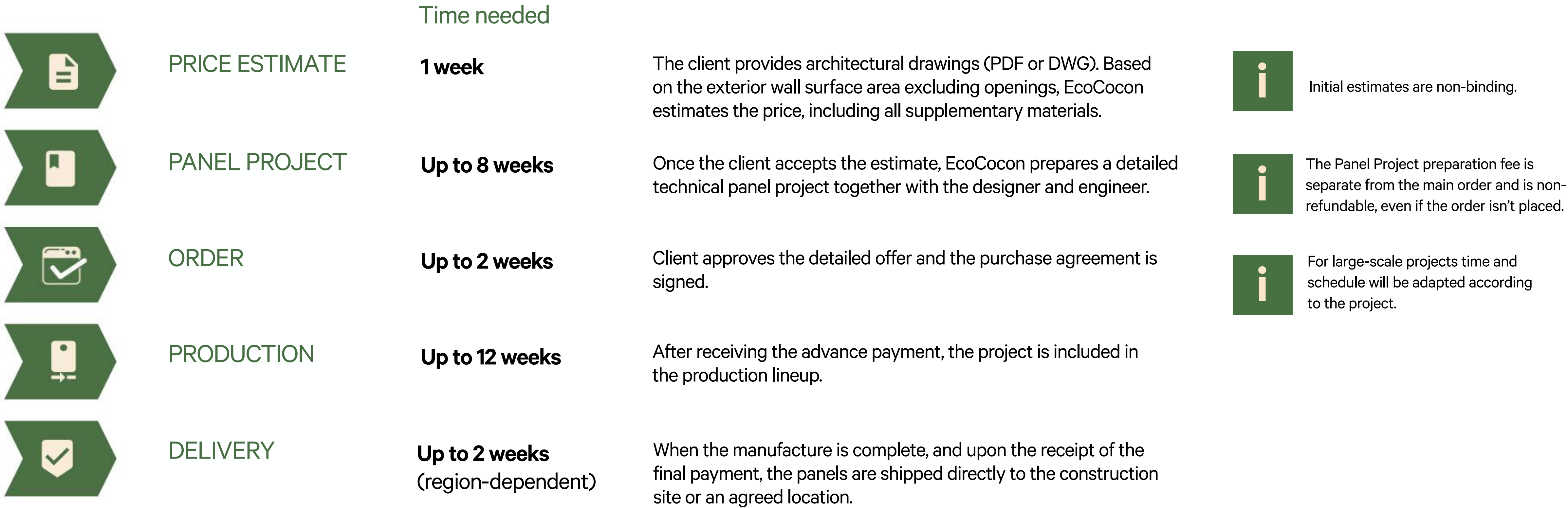
It is intended for clients, designers, builders and project partners involved in an EcoCocon project. Following this guide helps ensure panels arrive on time, in good condition, and protected from moisture.

It works alongside the Assembly Guide, which can be accessed on the website.

Order Chain	4
From Enquiry to Estimate	5
Preparing the Panel Project	6
From Quotation to Agreement	7
Included in Quotation	8

Order Chain

We appreciate your trust in EcoCocon. Your order journey unfolds as follows, from the first enquiry to delivery on site.



From Enquiry to Estimate

You can request a free, non-binding estimate at any project stage — ideally at early design or once you have planning permission drawings.

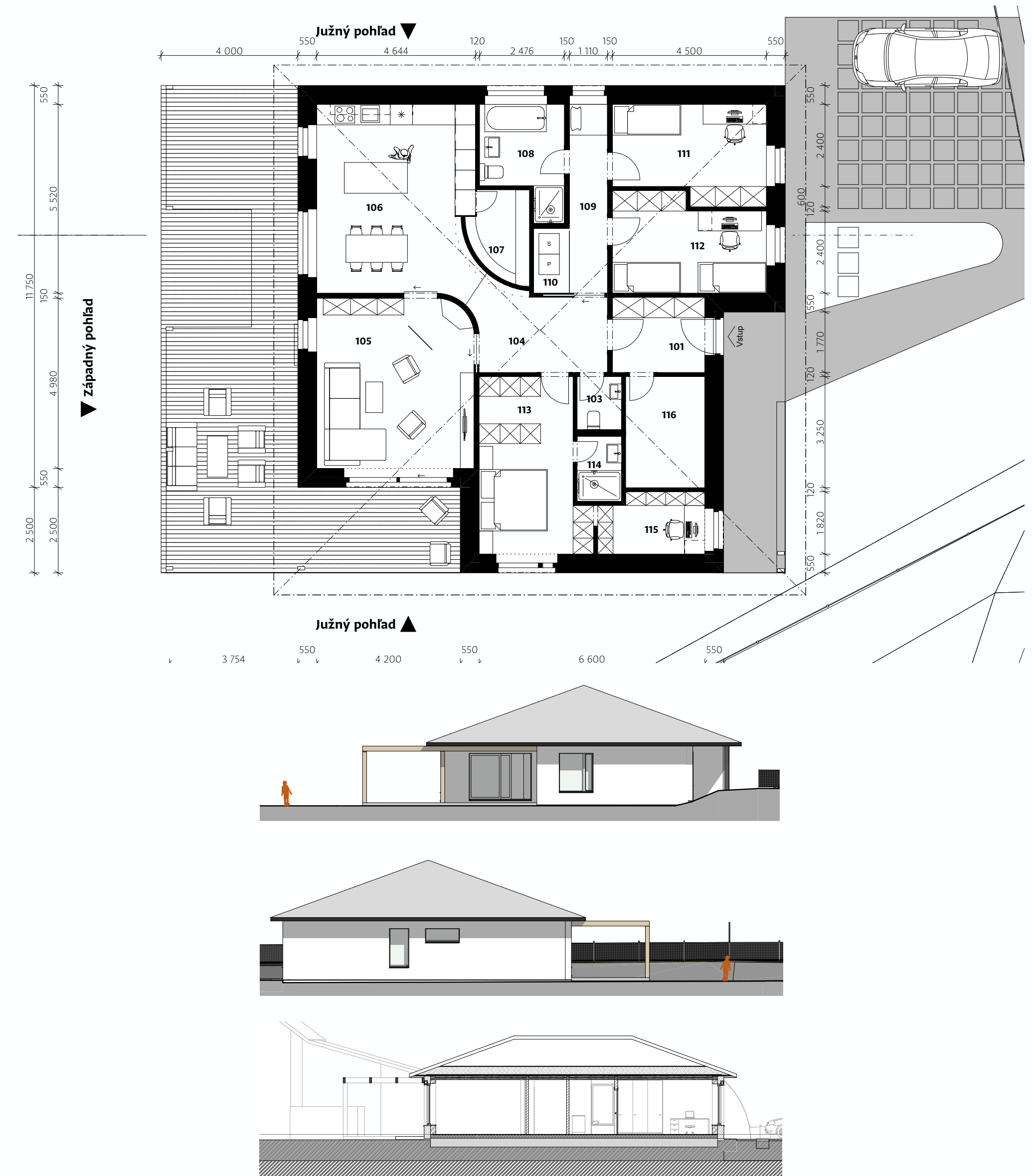
Please send:

- » Drawings preferably in PDF to your EcoCocon Technical Sales Consultant or via ecococon.eu.
- » Include elevations with wall and opening dimensions, floor plans with sections and wall heights.
- » To ensure an accurate estimate, please indicate which walls are to be built with EcoCocon.

What the Estimate Covers

The estimate is based on net exterior wall surface area, excluding openings, and includes:

- » Panel Project preparation fee
- » EcoCocon wall panels and box elements
- » Airtightness (breather membrane)
- » Assembly materials
- » Wood fibre board layer (optional)
- » Clay base coat plaster (optional)



Preparing the Panel Project

The Panel Project is the key document for production and assembly, containing all panel dimensions, types, and positions. It is prepared by the EcoCocon engineering team together with the client's architect and structural engineer, and is signed off by all parties.

Preparation is **managed by the EcoCocon Technical Sales Consultant (TSC)**.

The Panel Project preparation fee is payable even if the order is not placed.

We recommend appointing a **Nominated Person** from the client's side — project manager, designer, or structural engineer — as the main contact for the TSC, responsible for coordinating all required submissions.

Refer to Panel Project Information and Submission Requirements on website



From Quotation to Agreement

The Technical Sales Consultant prepares a detailed quotation, which upon acceptance becomes a Sales Order, initiating the purchase process.

Once the quotation and Panel Project are approved, a Purchase and Sale Agreement is signed between the customer and EcoCocon. The agreement is typically in English and signed via a secure electronic signature system. The Sales Order, Panel Project, and standard manufacturer's Warranty are attached as annexes.

Payments are made directly from the customer to EcoCocon. As all panels are custom-made, production begins upon receipt of an advance payment of 40–50%.

The time from order or contract signature to delivery is up to 12 weeks. A preliminary production date is set once the Panel Project is finalised.

Purchase and Sale Agreement no. 250199
for EcoCocon wall panels, concluded by and between:

THE SELLER
Company name: EcoCocon s.r.o.,
Address: Záhradnícka 60, 821 08 Bratislava, Slovakia
Company ID: 52416151
VAT code: SK2121027854
E-mail: legal@ecococon.eu

THE BUYER
Name: _____
Address: _____
Company ID: _____
VAT code (if applicable): _____
E-mail: _____

(The Seller and the Buyer fulfil the obligations of the parties to the contract)

PREAMBLE
Whereas The Buyer has ordered the purchase of straw panels from the Seller;
Whereas The Seller has agreed to sell the straw panels to the Buyer;
Therefore the parties have concluded the following contract:

I. TERMS AND DEFINITIONS
Delivery date: _____
Delivery place: _____
Goods: _____
Panel Project: _____
Order: _____
Target delivery week: _____

II. SUBJECT-MATTER OF THE CONTRACT
1. The Seller undertakes to deliver the straw panels to the Buyer and to transfer the ownership of the straw panels to the Buyer.
2. The Buyer undertakes to purchase the straw panels from the Seller and to pay the purchase price for the straw panels to the Seller.
3. The Target delivery date is _____.

III. PAYMENT TERMS AND CONDITIONS
EcoCocon s.r.o.
Company ID: 52416151
VAT Code: SK2121027854

ANNEXE No. 1
Panel Project
Project Name: Sinead Clear - Fundão
Project Number: 250199

Buyer orders and Seller delivers straw panels with these dimensions in mm:

Panel Type	Qty.	Width	Height	Thickness	Area [m²]	Angle
Standard Panels - P						
P01	1	756				
P02	1	400				
P03	1	400				
SUBTOTAL	3					
Braced Panels - B						
B01	3	814				
B02	1	742				
B03	2	493				
B04	2	452				
B05	4	684				
B06	2	850				
B07	1	849				
B08	1	804				
B09	3	612				
B10	1	788				
B11	1	724				
B12	3	605				
B13	1	849				
B14	1	796				
B15	1	755				
B16	1	640				
B17	1	606				
B18	1	595				

Wall number

Wall A-1.1

Wall A-1.2

Wall A-1.3

Wall A-1.4

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Wall A-1.155

Wall A-1.1

Included in Quotation

Standard Materials Include:

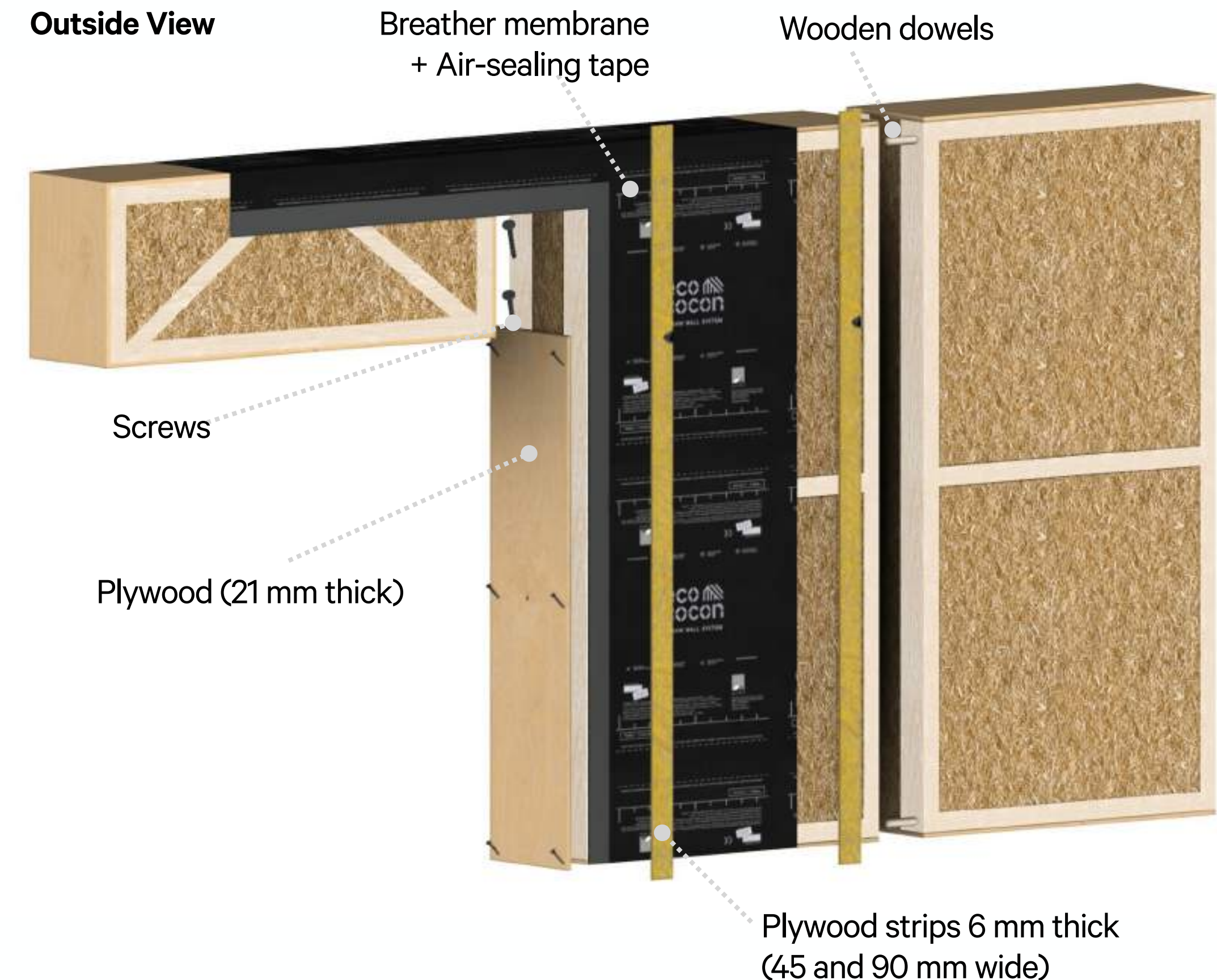
- » EcoCocon panels, box elements or other timber pieces if required by the Panel Project
- » Airtight breather membrane $S_d < 0.2$ m
- » Air sealing tapes
- » Plywood boards for opening reveals (21 mm thick)
- » Plywood strips 6 mm thick (45 and 90 mm wide) for fixing membrane and levelling the surface
- » Timber dowels and screws (flange button head screws 8x140, 8x100 and 6x60 for plywood opening reveals and other project specific metal fixings)
- » Temporary plastic sheeting

Optional Materials Available on Request:

The following products are not part of the EcoCocon Wall System but may be supplied to complement the wall build-up:

- » Clay plaster (base coat)
- » Wood fibre board for rendered facade (60, 80 or 100 mm)
- » Wood fibre board for ventilated facade (22, 35 or 60 mm)
- » Wood fibre board as plaster substrate on timber frame (7 mm)

Availability and pricing depend on project requirements and market conditions. These materials may be supplied by EcoCocon or sourced locally.



Delivery Date	10
Transport	11
Building Site	12

Delivery Date

The delivery week is agreed during the order process and confirmed approximately 14 days in advance. The exact delivery time is confirmed the day before.

To secure your delivery date, please ensure the deposit is paid on time — production begins only once payment is received.

If postponement is needed, please let us know as early as possible. Storage fees may apply if delivery is delayed by more than one month.



Transport

Transport is organised by EcoCocon. Panels travel in a covered soft-shell lorry, protected from moisture. A standard lorry carries approx. 140 m² of panels (130 m² with wood fibre boards and clay plaster); larger lorries up to 170 m². Clients may alternatively arrange their own transport on an EXW basis — a loading fee applies, along with any applicable customs charges. In this case, the client is responsible for selecting the appropriate transport type.

Unloading

The driver has 3 hours to unload as standard — longer unloading may incur extra charges. Please specify forklift or crane unloading method before panel production begins.

Site Access

The site must accommodate a standard lorry of 17 m length: hard surface, minimum 3 m wide, with a turning radius of at least 10 m. Larger lorries are 19 m. Please avoid muddy or slippery surfaces.

If access is restricted, please arrange a transfer point suitable for a smaller vehicle such as a 4x4 or 6x6 truck, or a farm tractor with trailer. If you are unsure whether your site is accessible, please contact us — we are happy to advise.



Building Site

We recommend reading the Assembly Guide before delivery — your TSC is available to answer any questions.

Having the tools and materials listed in the guide ready in advance will help the installation go smoothly. Installing and anchoring the base plate before delivery is also a good way to save time on site.

Plan your unloading area in advance. For a single-storey building, panels can typically be unloaded centrally on the floor slab.



03

Delivering, Unloading and Storing

Delivery Documents	14
Acceptance Certificate	15
Packaging and Loading Document (P+L)	16
Panel Labels	17
Documents for Assembly	18
Unloading	19
On-Site Storage	20

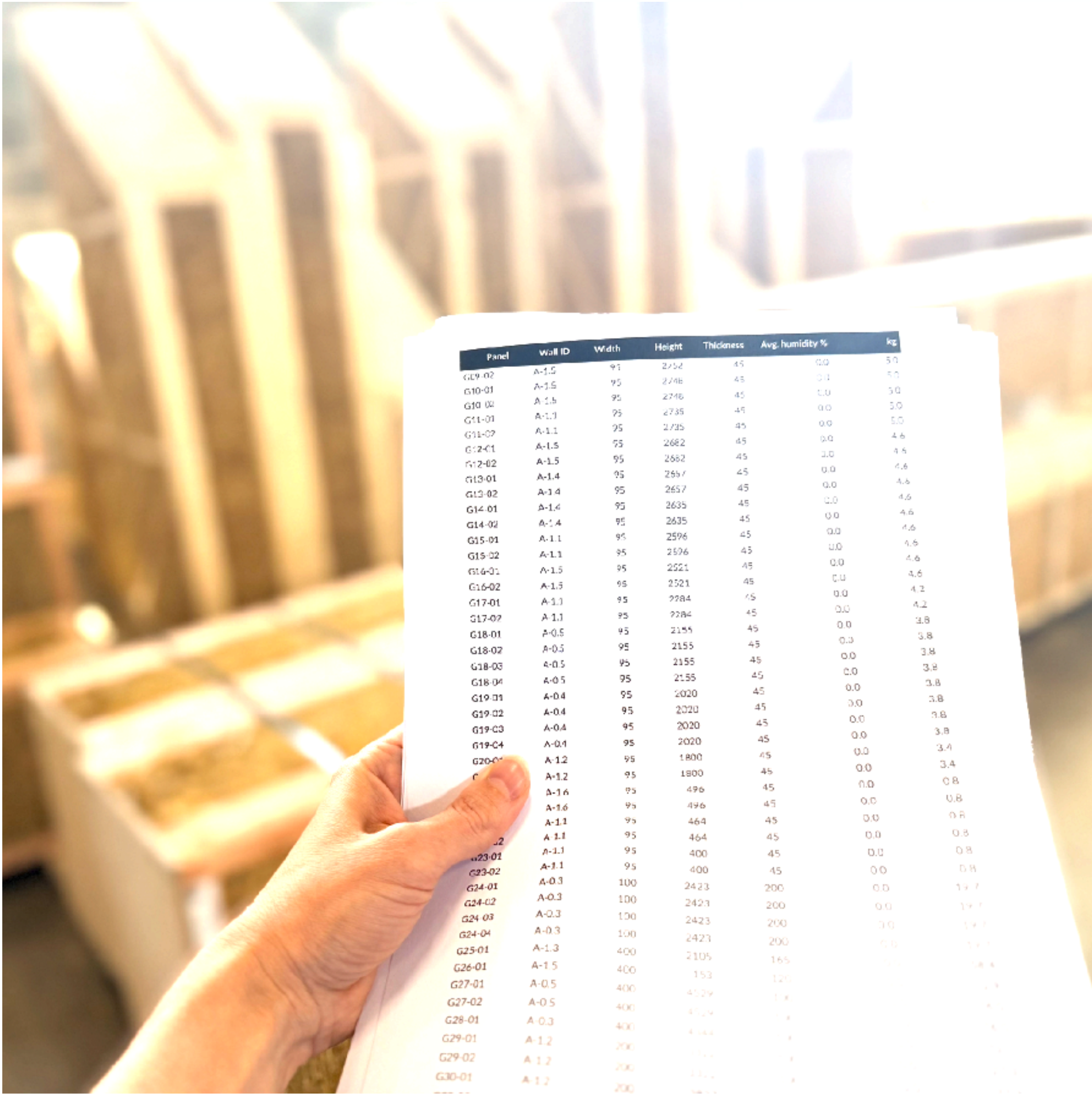
Delivery Documents

The following documents should be included with the delivery:

- » **Delivery slip:** use the document to verify that all goods have been delivered.
- » **Acceptance certificate:** use the document to verify that all manufactured items were delivered in the stated quality, including the humidity level.
- » **CMR (Transport document):** sign and return the document to the driver once you have checked all delivered items. In case of any observed damage, follow the warranty procedure.
- » **P&L Document (Packaging and Loading):** shows how panels are grouped into transport packages, colour-coded, and positioned within the building for easy on-site orientation.

- » **Panel Project:** use this document as a layout plan for on-site assembly.
- » **Declaration of Performance (DoP):** a mandatory document confirming that the panels meet EU regulatory performance standards. SK-DoP is available on request.

Assembly Guide: the full handling and installation guide is available in multiple languages online via the QR code in the **Delivery Instructions** sheet.



Acceptance Certificate

Humidity is measured for every panel before dispatch and the % values are recorded in the Acceptance Certificate.

Upon delivery, take humidity measurement of all panels and verify against the certificate — humidity must not exceed 20%.

Note any wet spots or damage, photograph them, and notify EcoCocon. Sign and return the scan. If no certificate is returned within 48 hours, delivery is considered accepted in good condition.

Note:

- » Calibrate the moisture meter regularly; very dry straw (typically below 10%) may show no reading.





EcoCocon s.r.o.
Záhradnícka 60
Bratislava 821 08
Slovakia
Shipping Address:

ID: 52416151
Tax ID: 2121027854
VAT: SK2121027854

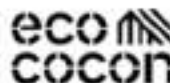
Shipping Date:
19.06.2026 07:22:38

Acceptance Certificate: 01SKW/OUT/260013

Product	Lot/Serial Number	Dimensions[mm]	AVG Humidit
Package: 221359-3-29			
1 [EM-F] Standard Panels - P	221359-P29-03-1	638 x 2300 x 400	14,12
2 [EM-F] Standard Panels - P	221359-P33-03-1	643 x 2639 x 400	14,0
3 [EM-F] Standard Panels - P	221359-P34-05-1	640 x 2639 x 400	13,03
4 [EM-F] Standard Panels - P	221359-P34-07-1	640 x 2639 x 400	13,02
5 [EM-F] Standard Panels - P	221359-P34-10-1	640 x 2639 x 400	14,16
6 [EM-F] Standard Panels - P	221359-P34-14-1	640 x 2639 x 400	13,02
Package: 221359-3-33			
7 [EM-F] Standard Panels - P	221359-P25-06-1	544 x 2412 x 400	13,02
8 [EM-F] Standard Panels - P	221359-P25-16-1	544 x 2412 x 400	16,39
9 [EM-F] Standard Panels - P	221359-P26-01-1	488 x 2412 x 400	13,58
10 [EM-F] Standard Panels - P	221359-P28-01-1	423 x 2412 x 400	16,35
11 [EM-F] Standard Panels - P	221359-P28-10-2	423 x 2412 x 400	14,88
12 [EM-S] Sill Panels - S	221359-S06-09-1	1574 x 498 x 400	13,45
13 [EM-S] Sill Panels - S	221359-S06-12-1	1574 x 498 x 400	14,68
Package: 221359-3-34			
14 [EM-F] Standard Panels - P	221359-P25-07-1	544 x 2412 x 400	13,09
15 [EM-F] Standard Panels - P	221359-P25-13-1	544 x 2412 x 400	13,02
16 [EM-F] Standard Panels - P	221359-P26-04-1	488 x 2412 x 400	13,02
17 [EM-F] Standard Panels - P	221359-P28-07-1	423 x 2412 x 400	14,15
18 [EM-F] Standard Panels - P	221359-P28-11-1	423 x 2412 x 400	15,19
19 [EM-S] Sill Panels - S	221359-S06-13-1	1574 x 498 x 400	14,09
20 [EM-S] Sill Panels - S	221359-S06-14-1	1574 x 498 x 400	14,14
Package: 221359-3-35			

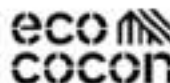
Business Register: City court Bratislava III, section: Sro, insert nr. 13/
info@ecococon.eu | www.ecococon.eu

Page: 1 / 5



EcoCocon s.r.o.
Záhradnícka 60
Bratislava 821 08
Slovakia

Product
21 [EM-F] Standard Panels - P
22 [EM-F] Standard Panels - P
23 [EM-F] Standard Panels - P
24 [EM-F] Standard Panels - P
25 [EM-F] Standard Panels - P
26 [EM-S] Sill Panels - S
27 [EM-S] Sill Panels - S
Package: 221359-3-36
28 [EM-F] Standard Panels - P
29 [EM-F] Standard Panels - P
30 [EM-F] Standard Panels - P
31 [EM-F] Standard Panels - P
32 [EM-F] Standard Panels - P
33 [EM-S] Sill Panels - S
34 [EM-S] Sill Panels - S
Package: 221359-3-37
35 [EM-F] Standard Panels - P
36 [EM-F] Standard Panels - P
37 [EM-F] Standard Panels - P
38 [EM-F] Standard Panels - P
39 [EM-F] Standard Panels - P
40 [EM-F] Standard Panels - P
41 [EM-F] Standard Panels - P



WE BUILD THE FUTURE

EcoCocon s.r.o.
Záhradnícka 60
Bratislava B21 08
Slovakia

ID: 52416151
Tax ID: Z121027854
VAT: SK2121027854

	Product	Lot/Serial Number	Dimensions[mm]	AVG Humidity[%]	Product Weight[kg]
21	[EM-F] Standard Panels - P	221359-P21-03-1	611 x 2412 x 400	14,16	92,00
22	[EM-F] Standard Panels - P	221359-P25-04-1	544 x 2412 x 400	15,14	81,31
23	[EM-F] Standard Panels - P	221359-P25-05-1	544 x 2412 x 400	15,97	84,06
24	[EM-F] Standard Panels - P	221359-P28-03-1	423 x 2412 x 400	15,23	63,06
25	[EM-F] Standard Panels - P	221359-P28-04-1	423 x 2412 x 400	14,31	62,43
26	[EM-S] Sil Panels - S	221359-S06-15-1	1574 x 498 x 400	14,84	57,62
27	[EM-S] Sil Panels - S	221359-S06-16-1	1574 x 498 x 400	16,48	57,73
Package: 221359-3-36					Weight: 498.14 kg
28	[EM-F] Standard Panels - P	221359-P21-02-1	611 x 2412 x 400	14,09	89,54
29	[EM-F] Standard Panels - P	221359-P25-03-1	544 x 2412 x 400	13,02	81,43
30	[EM-F] Standard Panels - P	221359-P25-12-1	544 x 2412 x 400	15,59	83,60
31	[EM-F] Standard Panels - P	221359-P28-05-1	423 x 2412 x 400	15,17	61,07
32	[EM-F] Standard Panels - P	221359-P28-16-1	423 x 2412 x 400	13,08	63,25
33	[EM-S] Sil Panels - S	221359-S06-10-1	1574 x 498 x 400	15,26	61,71
34	[EM-S] Sil Panels - S	221359-S06-11-1	1574 x 498 x 400	13,05	57,54
Package: 221359-3-37					Weight: 689.71 kg
35	[EM-F] Standard Panels - P	221359-P16-02-1	432 x 2433 x 400	13,02	65,94
36	[EM-F] Standard Panels - P	221359-P33-04-1	643 x 2639 x 400	13,01	103,28
37	[EM-F] Standard Panels - P	221359-P34-01-1	640 x 2639 x 400	14,14	101,56
38	[EM-F] Standard Panels - P	221359-P34-04-1	640 x 2639 x 400	13,02	103,80
39	[EM-F] Standard Panels - P	221359-P34-11-1	640 x 2639 x 400	13,03	104,08
40	[EM-F] Standard Panels - P	221359-P34-15-1	640 x 2639 x 400	13,01	107,84
41	[EM-F] Standard Panels - P	221359-P34-18-1	640 x 2639 x 400	13,02	103,21
Package: 221359-3-38					Weight: 692.76 kg
42	[EM-F] Standard Panels - P	221359-P16-04-1	432 x 2433 x 400	15,17	68,21
43	[EM-F] Standard Panels - P	221359-P34-02-1	640 x 2639 x 400	14,12	103,15
44	[EM-F] Standard Panels - P	221359-P34-03-1	640 x 2639 x 400	14,09	103,24
45	[EM-F] Standard Panels - P	221359-P34-06-1	640 x 2639 x 400	13,02	105,87
46	[EM-F] Standard Panels - P	221359-P34-12-1	640 x 2639 x 400	13,43	105,54
47	[EM-F] Standard Panels - P	221359-P34-13-1	640 x 2639 x 400	14,04	103,89
48	[EM-F] Standard Panels - P	221359-P34-17-1	640 x 2639 x 400	13,12	102,86

Business Register: City court Bratislava III, section: Sro, insert nr. 138077/B

info@ecococon.eu | www.ecococon.eu

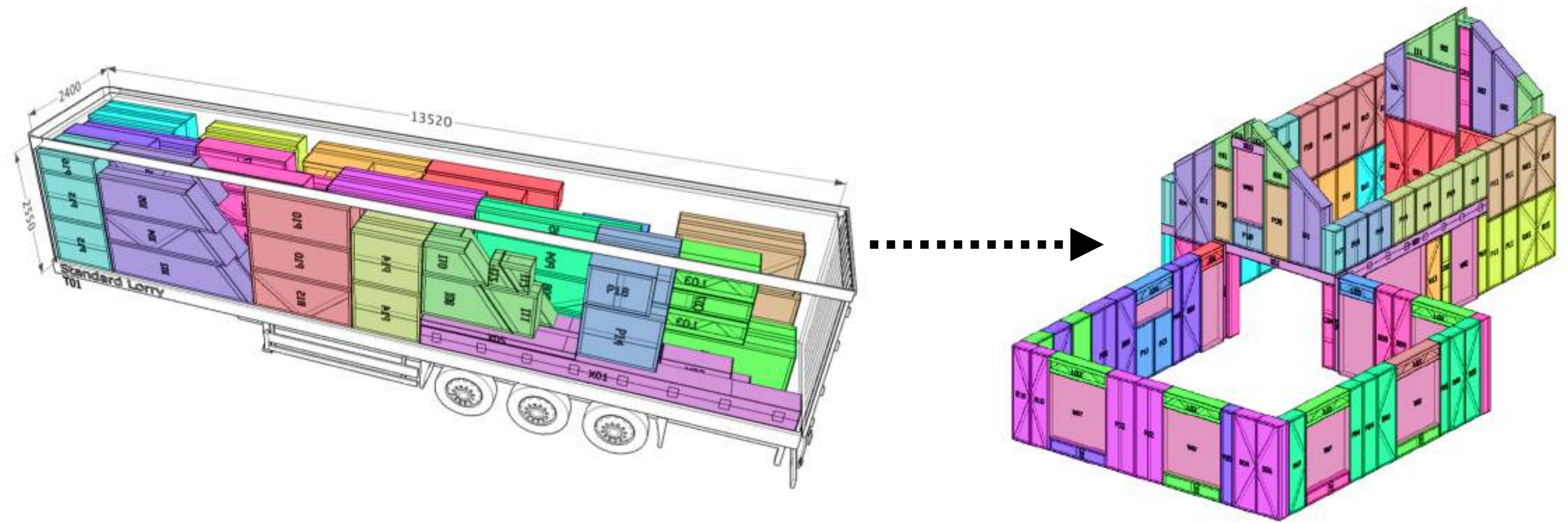
Page: 2 / 5

P+L Document (Packaging and Loading)

The Packaging and Loading Document shows how panels are grouped into colour-coded transport packages and positioned within the building — making on-site orientation and sequencing straightforward.

Note:

- » Package colours do not correspond to wall colours in the Panel Project.
- » A photo of the loaded truck is typically included.



Panel Labels

Each panel is labelled for quick on-site identification, showing its dimensions and ensuring correct placement during installation.

Panel type and production number

Location of the panel within the wall

The lorry and the pack number

EcoCocon s.r.o., Voderady 1757/185, Voderady, Slovakia | SKTP-25/0007-v02

B09-02

Serial number:
251024/B09-02/01

Wall section:
A-1.3

Production date:
2025/06/27

Lorry-Pack:
1-12

 **26**



 **Project name**
800 x 2150 x 400 mm

Project name and panel dimensions

CE mark

Link to information page

Panel types:

- P – Standard panel
- B – Braced panel
- I – Inclined panel
- C – Column panel
- L – Lintel panel
- S – Sill panel

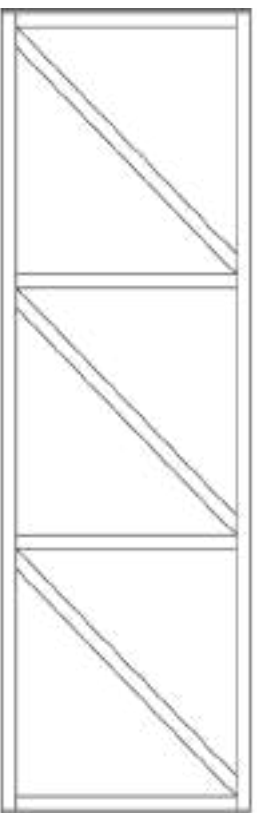
Other elements:

- X – Box element
- G – Additional timber
- Y – Additional plywood
- W – Window plywood reveals

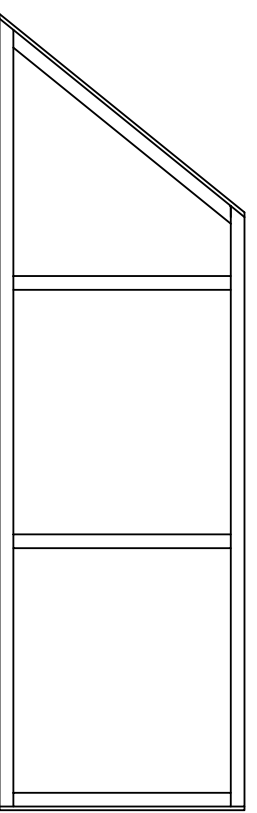
P - Standard



B - Braced



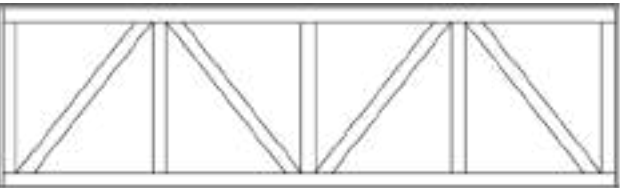
I - Inclined



C - Column



L - Lintel



S - Sill

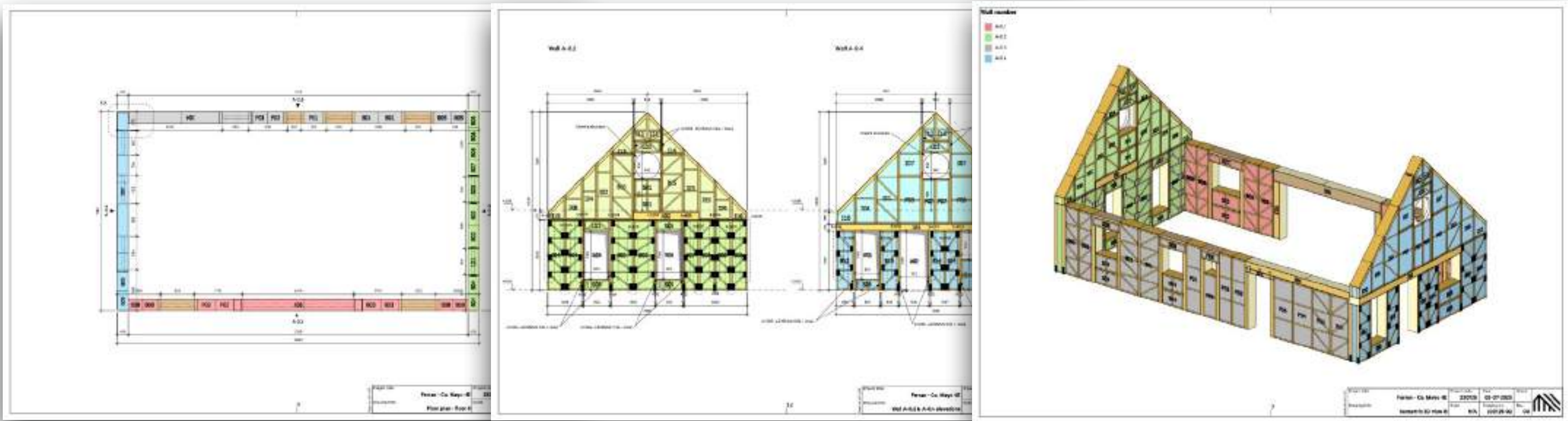


Documents for Assembly

Panel Project

The Panel Project (PP) is a project-specific layout plan showing the position, dimensions, and type of every panel. It includes shop drawings, material lists, and a 3D model, and is issued together with the Calculation Package — containing structural calculations, load combinations, and foundation support reactions.

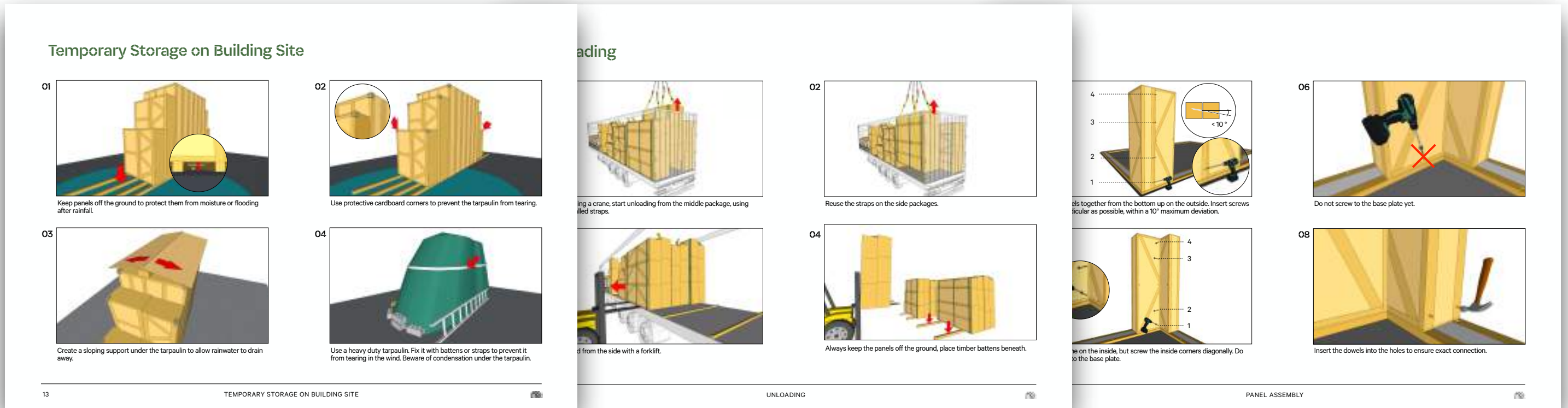
Each wall has its own colour: ground floor panels appear in a darker shade, upper floor in a lighter shade of the same colour, repeating on additional floors. Box elements are colour-coded separately by material — timber, LVL, or glulam.



Assembly Guide

The Assembly Guide covers tools and materials preparation, base plate setup, unloading, storage, handling, and step-by-step installation. Available at ecococon.eu or via the QR code in the Delivery Instructions.

Refer to the Assembly Guide on [website](http://ecococon.eu)





Unloading

For unloading, a crane, telehandler (all-terrain forklift), or truck-mounted crane is strongly recommended. Individual panels weigh up to 150 kg; packages of 6–9 panels weigh approximately 750 kg. Ensure sufficient lifting capacity. The best method depends on site conditions. Timber bearers should be placed on the ground before unloading to keep panels off the ground.

Unloading with a Crane or Hydraulic Arm

The unloading should start from the middle package, using the pre-installed straps, then reuse the straps for the side packages. Always proceed from the back of the lorry towards the front.

Pros:

- » the most economic choice
- » good efficiency
- » flexible

Cons:

- » you need enough space to turn around the building
- » the plot needs to be fairly even

Unloading with a Telehandler (All-Terrain Forklift)

Pros:

- » the most economic choice
- » good efficiency
- » flexible

Cons:

- » you need enough space to turn around the building
- » the plot needs to be fairly even

Manipulating Single Panels with a Crane

A clamping tool or a wooden batten with straps temporarily fixed to the panel can be used. Refer to the Assembly Guide.



On-Site Storage

Panels should be installed as soon as possible after delivery. If short-term storage on site is necessary, keeping them dry is critical — store under cover and ideally for no more than a few days.

To protect panels from moisture damage:

- » Keep off the ground.
- » Use a heavy-duty tarpaulin fixed with battens or straps, sloped for water runoff.
- » Be aware that prolonged storage under cover can also cause moisture damage in warm weather.
- » If stored as whole packages, ensure there is no leakage in tarpaulin.
- » For individual panels, store vertically with plywood on top and secure panels together to prevent toppling.

Heavy-duty PE membrane can be re-used on other projects.

Refer to the Assembly Guide
on [website](#)



About EcoCocon

EcoCocon develops and manufactures prefabricated straw-insulated wall systems for natural, low-carbon buildings.

Our wall panels are made from 98% renewable materials and combine excellent thermal performance with a low environmental footprint.

Our mission is to make bio-based construction mainstream and contribute to healthier built environment for people and the planet.