

## **ABOUT PEN :**

- 1) CHECK THAT PEN'S COMPANY NAME AND LOGO IS VISIBLE.
- 2) PEN SHOULD NOT LEAK WHEN IT'S OPEN.
- 3) CHECK IF GRIP OF THE PEN IS SUPERIOR.
- 4) LENGTH OF PEN SHOULD BE PROPER IF SHOULD NOT BE TOO LONG OR TOO SHORT.
- 5) WHEN CAP IS OPEN THEN INK SHOULD NOT BE DRY OR BE OVERFLOWED.
- 6) IF IT'S BALLPOINT PEN THEN IT SHOULD BE WATERPROOF.
- 7) IF IT'S SPRING PEN THEN IT SHOULD ON AND OFF PROPERLY.
- 8) CHECK IF THE PEN IS RIGHT COLORED INK.
- 9) PEN SHOULD NOT BE MORE THAN 10 GRAMS.
- 10) INK SHOULD BE GET DRY QUICKLY IT SHOULD BE SPREAD.
- 11) VERIFY THE BUTTON OF COLOR TO ENSURE TO ENSURE IT MATCHES WITH REFILL COLOR(IF IT'S MULTI COLOR PEN)
- 12) CHECK HOLDER OF THE PEN THAT MEANS IT SHOULD BE TIGHT ENOUGH