

DELIVERY AND INSTALLATION FORM



Site Name					
Site address					
Contact Name for Delivery					
Tel No:		Fax No:			
ACCESS AND SITE INFORMATION - IMPORTANT PLEASE READ CAREFULLY AND COMPLETE					
Q. What is the maximum truck size accessible to the site ?					
A.					
Q. What is the road surface from delivery point to the building access?					
A.					
Q. What is the distance from drop off point to the installation area?					
A.					
Q. What is the flooring from the entrance door to the installation area?					
A.					
Q. Please confirm a fork lift and pallet truck available for use as per T&C's?					
A.					
Where is the installation area located?		Basement			
		Ground floor			
		First floor			
Will we have to use a stair case?		Yes		No	
If yes, how many steps?					
What is the width of the stair case?					
How many turns/landings?					
Is the floor of a load bearing capacity?					
If any doorways need to be passed through please give measurements in mm.					
Door 1			W		
Door 2			W		
Door 3			W		
Q. What is the ceiling height of the area where the installation is to take place?					
A.					
Q. Is there any other possible access issues, for example tight corridors?					
A.					
Site hours					
Monday - Friday	From		To		
Saturday - Sunday	From		To		

Options to work outside these times if required	From		To	
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In order for delivery and installation to take place the following criteria must also be met:

Circle 'Y' for Yes or 'N' for No

1. Engineers must have free and unhindered access to the building and installation area	Y / N
2. The area that the equipment is due to be installed must be free of other contractors	Y / N
3. All flooring work must be completed.	Y / N
4. All electrical points must be installed and working	Y / N
5. Mains water point and drainage point must be installed and operational	Y / N

Please note that any changes to the above should be forwarded to CASCO Europe immediately. Failure to do so/meet the above criteria may result in postponement of install and additional rescheduling costs may be incurred. By signing this form you are authorised to agree and accept all above.

Form completed by (print)	
Position	
Date	