INSTALLATION FORM

BOARDS DIRECT

Installation Information / Site / Address *

Company Name:_____

Phone: _____

Level: _____

Address:_____

On Site Contact:_____ Mobile / Contact Number:_____

Secondary Site Contact:_____ Mobile / Contact Number:_____

Required

Is there on-site parking?   YES   NO

If yes, please tick and provide required information:

☐   Free Parking?

☐   Paid Parking? If so, how much per hour $ _____

☐   Loading Dock? If so, how long can we park there for _____

☐   Height restriction of the loading dock _____

Is there a good lift?   YES   NO

Site induction requires?   YES   NO
If YES, there will be an additional fee of $30.00 per 15 minutes

Is the building heritage listed?   YES   NO

Have you got permission for the wall/s to be drilled?

What is the wall surface? Pleas tick below:

☐ Smooth   ☐ Rough   ☐ Brick   ☐ Gyprock®   ☐ Timber

Has all the furniture been removed from the area/s of installation?   YES   NO
If NO, the customer must clear away the area prior to install.

Is there a clear access way to the area where the product is getting installed?   YES   NO
(Free from storage)

Is the product on site?   YES   NO

If yes, please tick and provide required information:

☐ Same Level   ☐ In the room it is to be installed in   ☐ In a storage room

☐ If none of the above, where?_____

INSTALLATION FORM

As per our OH&S policy this information must be completed correctly for SAFE operating conditional of our installation team

1. **There must be someone on site who knows the where the product is to be installed.**
2. **Our install team can only wait a maximum of 15 minutes, there will be an additional charge of $20.00 per 15 minutes if the team must wait longer.**
3. **If you have any pieces of furniture that cannot be moved, then we need to be sent an image of the area of where the board is to be installed.**

Special equipment or expert people may be required:

How are the boards to be installed? Tick Below:

☐ Portrait?   ☐ Landscape?

Are any of the boards to be Butt Joined together? Tick Below:

☐ Portrait?   ☐ Landscape?

Terms & Conditions - Please Read

- Boards Direct will take reasonable care to complete the installation but will not be responsible for the movement of any office furniture and for any damages and/or scratches that may occur because the work space is not adequate to deliver the boards into a particular room or a restricted space in which the manoeuvre the board into position.
- Should there be an unreasonable time delay due to any of the above, Boards Direct reserve the right to raise additional charge.
- The installation of the board/s is warranted against defects for a period of 90 days. Please notify us for any loose fittings or irregularities on via info@boardsdirect.com.au with a description and images. Enquiries after this period will incur a call out fee and/or re-installation fee.

On site contact who completed this form:_____   Signature:_____

Date:_____

INSTALLATION FORM

Company Name: _____

Purchase Order Number: _____

Is there delivery above ground floor? If yes, please understand the following:
The OH&S policy of Boards Direct requires us to consider the health and safety of our employees when delivery and/or installing boards, particularly larger sizes.

Lifts:
For items to be delivered above the ground floor, we need to know if the product will fit into the lift.
There may be space within the lift, but if we cannot get the product through the lift door, then the delivery will probably be unable to occur. The longest board (including outer packaging carton) that can go into a lift is the diagonal of the opening of the lift door.

The diagonal can be calculated on any calculator: $\sqrt{H^2 + W^2}$

Stairs: there are many types of stairs, this is a guide only:
- We will only deliver up to two (2) flights of stairs for boards no bigger than 1500x900mm.
- For single flights of stairs (no turning) we should be able to deliver board no bigger than 2100x1200mm (excluding Glassboards).
- Larger sizes may require more than one (1) person.
- We cannot deliver up fire escape stairwells (by Law this area must be kept clear at all times).

Important notice: The manufacturer will not be held responsible for any damages that occur to any oversized boards (larger than the above parameters) has been moved to another floor or location by third party.

What you need to do:

Please scan and email this form to info@boardsdirect.com.au
I / We have read the OH&S requirements and (please tick and fill out information):

[ ] Yes, the largest board/s will fit into and inside the lift. Please proceed with the delivery.

[ ] No, delivery to the GROUND FLOOR is required. I / We will organise delivery from this point.
(I / We understand if we dent, scratch or damage the product in anyway is is no longer covered under any warranty)

Name:_____ Signature:_____ Date:_____