

SHEPHERDS OFFICE FURNITURE

Client Check List Mobile Office Storage Units

Please tick off the following items.

- No order is processed unless this sheet has been completed.
- Our selling price and installation fees are based on this format, with the client ensuring that their situation will permit quick and efficient installation.

Should our installers arrive on site and the situation is not as described the delivery will be cancelled, with the goods returned to store.

Have you checked that your site has the floor space foot print to accommodate your selected storage unit? YES

Have you allowed for a minimum of 450mm from the end of your unit for installers access? YES

Have you allowed for any overhead objects such as lights, or fire sprinklers, which may impede the unit? YES

Have you allowed for user access to the full side face of the unit? YES
We recommend 1000mm as a minimum.

Have you prepared the space, and access to the space for the unit, as well as extra space that the installers require? YES

Have you made sure that the floor can take the load weight? YES

Is your floor reasonably level? YES

Have you booked elevator? YES

Have you booked loading zone in your building? YES

Be aware that we will not deliver while there are other trades working on the site, as we need free and clear access. YES

Deliveries out of business hours incur the following surcharges:

Weekday, 20%

Saturday, 30%

Sunday, 50%

Completed and Understood by: _____ Date: _____