

DELIVERY & INSTALLATION FORM

General Office Products Pty Ltd, installing on behalf of:

RETAILER: Storm Russo

P/O No:

INSTALLATION DETAILS:

Company Name:

Level:

Address:

On-site Contact (Name):

Phone:

RECEPTION COUNTERS & FURNITURE ARE LARGE AND HEAVY ITEMS, FOR THE WHS OF OUR INSTALLERS PLEASE PROVIDE US WITH THE FOLLOWING INFORMATION:

IS THERE ON SITE TRUCK PARKING? YES ☐ NO ☐

Tick if a site induction is required. See notes below.

IS THERE A GOODS LIFT? YES ☐ NO ☐ IF NO.....

IS THERE A PASSENGER LIFT? YES ☐ NO ☐ SIZE: H _____ W _____ D _____

MUST WE GO UP ANY STAIRS? YES ☐ NO ☐ IF YES, WIDTH _____ NO. OF FLIGHTS _____

PLEASE PROVIDE ANY OTHER PARKING OR DELIVERY INSTRUCTIONS THAT WE MAY REQUIRE:

Attach a separate document with any special requirements. ie. white card, hard hat, special boots.

IMPORTANT – PLEASE READ AND SIGN BELOW

- There must be a person on site who knows WHERE the furniture is to be installed.
- Delivery of furniture is to one location and level only unless specified in the original quote.
- Our installer/s can wait a maximum of 15 minutes. There will be an additional charge of \$20.00 for each 15 minutes of waiting time thereafter.
- Please accurately inform us of the delivery address and access details as requested in this document.
- Please make the site ready for installation and remove any existing furniture.
- If there are any time delays due to being provided inaccurate or incomplete information, or due to the site not being ready for installation we reserve the right to raise an additional charge.
- Adequate area is required to assemble and/or manoeuvre the furniture into position. We accept no responsibility for damages or scratches that may occur if the work space or entrance to the work space is restricted or inadequate.
- We accept no responsibility for the disassembly, removal or disposal of any existing furniture.
- The installation of the furniture is warranted against defects for ONE WEEK. Please notify the retailer of any loose fittings or irregularities. Calls after this time will incur a call out inspection fee.

Person Completing this form: _____ Signature: _____

**NOTE: Site induction if required is charged at \$30 + GST per 15 minutes, per installer.
Please note this on this form**

Email this form to reno@stormrusso.com.au