



ACE OFFICE FURNITURE

Delivery & Installation Requirement Questions

Yes/No

1. Who will be the point of contact for our delivery team? Name: _____

Phone#: _____ Email: _____

_____ 2. Will someone from the company be present to sign off on the job?

_____ 3. Is this office space under construction? (For example, ceiling, electric service, data wiring, painting, and floors all these things need to be complete before we will begin installation)

_____ 4. Will the office areas be cleared and ready for installers to work? (If not, this could result in an additional charge for labor.)

_____ 5. Are we able to install during normal business hours? (If not, this could result in an additional charge for labor.)

_____ 6. Does the building owner or agent require a Certificate of Insurance (COI) from us?

_____ 7. Does the building owner require us to provide Masonite or wall covering?

_____ 8. Is the building already equipped with electrical and internet set-up required for furniture installation?

_____ 9. Is there a loading dock?

_____ 10. Does the facility have a freight elevator?

_____ 11. Does this building require hard hats or any other special attire?

Signature: _____

Date: _____

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