



# Information Form

## Installation Address

Company Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Level: \_\_\_\_\_ Address: \_\_\_\_\_

On Site Contact: \_\_\_\_\_ Their Mobile No.: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Their Mobile No.: \_\_\_\_\_

*\*Must be provided \**

Is there on-site parking?  YES  NO

**Free Parking**

**Paid Parking**  if so, how much per hour \$ \_\_\_\_\_

**Loading Dock**  if so, how long can we park there for \_\_\_\_\_ and height restriction of the Loading Dock \_\_\_\_\_

Is there a GOOD LIFT?  YES  NO

Site Induction Required?  YES  NO

*If YES, there will be additional fee of \$30.00 per 15mins*

Is the building Heritage Listed?  YES  NO

Have you got permission for the wall to be drilled?  YES  NO

- What is the wall surface?

**Smooth**

**Rough**

**Brick**

**Gyprock**

**Timber**

- Has all the furniture been removed from the area?  YES  NO

If not, Customer is to clear away area prior to install.

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

- Is the product on site?  YES  NO

If so, where?

**Same Level**

**In the Room, it is to be Installed in**

**In a Storage Room**

**If None of the Above, where is it?** \_\_\_\_\_

The more information we have the smoother your installation will run

### **Additional Information Required**

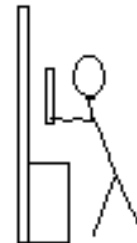
As per our OH&S policy this information must be completed correctly for the SAFE operating conditions of our Installer...

- There must be someone onsite who knows WHERE the boards are to be installed.
- Our Installer can only wait a max of 15mins, there will be an additional charge of \$20.00per 15mins if we must wait longer.
- 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 people may be required.**

- How are the board to be installed?

PORTRAIT	<input type="checkbox"/>	✓ YES	✗ NO
LANDSCAPE	<input type="checkbox"/>	✓ YES	✗ NO



- Are any of the board to be **Butt Join** together?

PORTRAIT	<input type="checkbox"/>	✓ YES	✗ NO
LANDSCAPE	<input type="checkbox"/>	✓ YES	✗ NO

### **Term & Conditions**

#### **Please Read**

- Visionchart will take reasonable care to complete the installation but will not be responsible for the movement of any office furniture and for any damage or scratched that may occur because the work space is not adequate to deliver the boards into a particular room or a restricted space in which to maneuver the board into position.
- Should there be an unreasonable time delay due to any of the above Visionchart reserve the right to raise an 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 [enquiries@visionchart.com.au](mailto:enquiries@visionchart.com.au) with a description and images. Calls after this time will incur a call out inspection fee and/or a re-installation fee.

**On Site Contact Who Completed the form:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

# Large Board Form



Reseller Company Name: \_\_\_\_\_ Purchase Order Number: \_\_\_\_\_

## Is Delivery Above The Ground Floor ?

If, YES please understand the following

The OH&S policy of Visionchart requires us to consider the health and safety of our employees when delivery and/or installing boards, particularly larger sizes.

### LIFTS

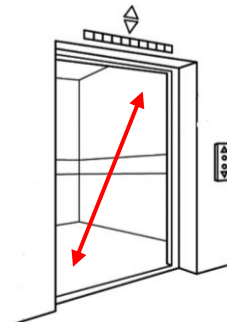
For items to be delivered *above* the ground floor, we need to know if the product will fit into the Lift. There may be space WITHIN the lift ... but if we cannot get the product through the lift doors, then the delivery will probably be unable to occur. The longest board (**including the outer carton**)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

The diagonal can be calculated on any calculator:

**Diagonal Measurement =**

$$\sqrt{H^2 + W^2}$$

If your customer needs a longer board, but is greater than the diagonal we will deliver to the ground floor. *Once the goods are signed for as received in good condition we do not cover any credits or replacements for damages etc thereafter.*



### STAIRS

There are many types of stairs, so this is a guide only



- We will only deliver up 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 (no including 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 NOTE:** *The Manufacture 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 a third party.*

### What You Need To Do Now ...

Please scan and Email to [service@visionchart.com.au](mailto:service@visionchart.com.au) or [orders@visionchart.com.au](mailto:orders@visionchart.com.au)

I/We have read your OH&S requirements and ...



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

No, Delivery to 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 it no longer is covered under any Warranty)*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date:     /     /

