



INSTALLATION CHECKLIST

CONTACT INFORMATION

Requested Installation Date: _____ Quote/Order Number: _____
Dealer Name: _____ Dealer Contact: _____
Dealer Phone Number: _____ Approved Project Discount: _____

INSTALLATION TIME IS DEPENDENT ON AVAILABILITY.
IF A SPECIFIC TIME/DATE IS REQUIRED, PLEASE CONTACT
OUR INSTALLATION COORDINATOR AT INSTALLATION@TAYCO.COM.

SHIP TO ADDRESS

Name: _____
Address: _____ City: _____
Site Contact: _____ Contact Phone Number: _____

SITE CONDITIONS

Yes ☐ No ☐ Is there a stair carry? (if so, please specify flights/stairs)
Yes ☐ No ☐ Is there elevator access from the off load area? If no, specify
Yes ☐ No ☐ Is a reservation needed for the elevators?
Yes ☐ No ☐ Is there loading dock access?
Yes ☐ No ☐ Is the loading dock standard height? (if not specify)
Yes ☐ No ☐ Is there enough clearance to receive a full 53ft length tractor trailer?
Yes ☐ No ☐ Is the building access through a doorway? (what is the width at its narrowest point)
Please provide an estimate distance from the off loading area to the elevator/stairway _____
and elevator/stairway to install site _____
Please note any unique building issues or hazards that we need to be aware of prior to arriving for the installation.

ACCESSIBILITY

Yes ☐ No ☐ Finished flooring laid and site clear of construction material at time of install?
Yes ☐ No ☐ Install/off load completed during 8am - 4pm? (specify restrictions)
Yes ☐ No ☐ Reconfiguration required? (specify location of any on-site parts)
Yes ☐ No ☐ Any union restrictions in the building?
Yes ☐ No ☐ Special safety training, security clearances required for installers? (if yes, specify)
Yes ☐ No ☐ Any Safety Gear(s) besides safety boots and safety glasses required ? (if yes, specify)



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COSTING

For an Installation quote, please reach out to installation@tayco.com with the completed installation checklist.

CONDITIONS

1. For orders over \$100,000 LIST or with special conditions such as after hours or stair carry requirements, please contact installation@tayco.com for a special quote.
2. Stair carries will be an additional fee.
3. Claims will only be allowed up to 72 hours after installation complete.
4. If order is cancelled, customer agrees to pay for work started or completed.
5. Movement of existing furniture will be subject to extra charges.
6. Deliveries/installations on weekdays after 4 PM or on weekends will incur additional charges.
7. Site must be clear of debris and construction material. Delays due to site conditions will be charged.
8. Tayco will not be responsible for damages after install if the site is still under construction.
9. Any variances to supplied drawings that affect installation of products will be at the cost of the dealer, as the dealer is responsible for site verification before an order is submitted.
10. Only value of noted deficiencies may be withheld on invoice payment.
11. It is the customer's responsibility to arrange and complete any electrical and/or data connections.
12. For installations outside of the Greater Toronto Area, the Customer is responsible for arranging removal of waste packaging material from site.
13. Reconfigurations not notified will result in additional charges.
14. Undisclosed conditions such as required stair carry, lack of loading dock, incorrect address, late cancelation or additional tasks are subject to additional charges of up to 60% of the installation cost at Tayco's discretion.

The above conditions must be interpreted and used in accordance with Tayco's Warranty and Terms and Conditions stated on Tayco.com.

ADDITIONAL NOTES

Signature: _____ Print name: _____