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DELIVERY AND INSTALLATION

**Checklist and instructions for a smoother, safer office furniture delivery and installation.
Please read, sign and return to complete your order process.**

How is Delivery & Installation cost estimated? Delivery & Installation quotes are based on the site conditions and the type of furniture being installed:

- Does the building have a loading dock? Where is the entry? Are there any stairs? Is there a freight elevator?
- Is there a dumpster on site for garbage disposal? Is there adequate staging space?
- Is the building Union or Non-Union? Is the work being done during regular hours or overtime hours?

What do I need to have ready? Time delays due to any of the following will incur additional Time & Materials charges.

- Access to the dock, entry, and elevator must be uninterrupted and free of obstruction.
- Send any COI or other building requirements to your OFR sales rep for completion before delivery day
- Area must be clear of all furniture, staff, contents and other vendors (painters, carpet layers, etc).
- For powered workstations, your electrician must connect the "whips" to the building power source.
- It's helpful to have all needed patch cords (cabling, network, phone) and power strips on site day of delivery.
- A decision-maker available to sign off on completion, send the site contact name and cell number to OFR.

What if I change my mind?

Please review your layout drawing carefully; your Purchase Order or signed Quote is approval of the final layout. We are happy to accommodate minor changes during installation; however those changes will incur additional Time and Materials charges and work required will be subject to scheduling availability.

What about all the details?

Your OFR Salesperson or Lead Installer will inspect the project after installation, creating a "punch list" of items. Punch lists are completed as soon as possible; lead time may vary due to production time or availability.

What if I want to do it myself?

Pick up of pre-assembled items (desks, file cabinets) is available during our dock hours (varies by location). OFR does not recommend self-installation of cubicle systems furniture. OFR's Satisfaction Guarantee is applicable only to OFR-installed purchases. Service calls are subject to Time & Materials charges.

COVID Safety Protocols To insure the safety of our team and yours, we have established guidelines for onsite work.

- OFR Employee job site screening based on CDC guidance to determine if employees should work.
 - All OFR delivery & install crew members are required to wear masks if not fully vaccinated.
 - Please have your site free of staff, vendors and other personnel as much as possible.
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Customer Signature _____

Date _____