DELIVERY CHECKLIST



Reply to: Jasmin Nusch	to: Jasmin Nusch Email: j.nusch@asecos.com Fax No.: +49 6051 9220-10				
Shipping address / Proj (for deliveries to univer Building Name and Pos	sities please provide	Your order:			
		Cabinet model/s:			
Contact Person for the delivery: (please provide contact details of the person/s who will receive the delivery)					
Name:		_			
Tel.:		_			
Mobile:		-			
Email:		_			

Dear customer,

Our forwarder has been successfully delivering our cabinets for a number of years. They are FORS registered Bronze and have attained Safe Contractor Approval.

They specialise in logistics and as such are not registered with the Construction Skills Certification Scheme. A set of RAMS is available on request. These are Generic RAMS for a standard delivery. Site Specific RAMS can be produced following the completion of a Site Survey, this Service is available for an additional charge. Our forwarder can be available to attend site inductions if required – if the induction is at a specific time an additional charge will be incurred for the extra time taken as part of your delivery.

To guarantee a problem-free delivery **to point of use** it is mandatory to receive the following information. The confirmed costs and lead times for a delivery to point of use are always subject to no site access issues. The time for the delivery of each unit may not exceed 30 minutes. **Missing, incorrect or insufficient information will delay the delivery of the cabinet/s, for which we assume no liability, and can lead to additional costs.**

If information is missing we will get in touch with you requesting the required information. Our specialised forwarder will contact you to organise a suitable date for delivery.

Point of use deliveries of more than 5 cabinets will always require a separate site survey provided by our specialised forwarder.

Please return the completed checklist within five working days.

Please note:

Our safety storage cabinets can weigh up to 1,200 kg with dimensions of up to 1.55 x 1.02 x 2.22 (w x d x h in m, excluding packaging).

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Order-No.: _____

Business hours:
Construction site:
Will the cabinets be delivered to a construction site or refurbishment? (deliveries to construction sites or refurbishments will always require a separate site survey provided by our specialised forwarder) Yes No
Are the final point of use (room) and access (roads) to this room ready for delivery? (this also includes floors, stairways, lifts etc) Yes No I If no, please provide a date when the site will be ready:
Please note: In case of any changes you are required to inform us in time to avoid an unsuccessful delivery attempt and costs.
Point of use:
To which floor will the cabinet/s be delivered?
Room number / name:
Room height:m
Access to site:
Is a delivery with a 18-T-lorry possible? (dimensions $H \times W \times L = 4 \times 2.5 \times 10 \text{ m}$) Yes \square No \square
Is a loading bay available? Yes □ No □
Are there any parking restrictions for our lorry? Yes □ No □
Access to point of use:
Do the corridors have a width of >2m? Yes No I If no, please provide the min. width:

Doors – Measurements of the doors:

(When measuring doors, please remember to include the height of the door including mag locks, door closers etc.)

in cm	Door 1	Door 2	Door 3	Door 4	Door 5	Door 6	Door 7	Door 8
Height								
Width								

DELIVERY CHECKLIST

- Mandatory -

Maximum load bearing capacity



Order-No ·	

			Oraer-	·No.:			
<u>Lift</u> –							
Lift – Is there a lift available? Yes ☐ No ☐							
Lift - load capacity:	kg						
Lift – door measurements:	Lift – door measurements: x cm (W x H)						
Lift – internal dimensions: x x cm (W x D x H)							
Stairways –							
How many stairways, steps or platfo	orms from the lorry	to the point of us	e are there includ	ing doorways?			
Type of stairway:							
Ä	В	С		D			
Measurements of stairways:	Procentrate	The state of the s		The population of the state of			
	stairway #1	stairway #2	stairway #3	stairway #4			
Type of stairway (A, B, C or D)							
Stairway width							
Platform depth							
Platform width	<u> </u>	<u> </u>					
Stair covering	□ smooth □ polished	□ smooth□ polished	☐ smooth ☐ polished	□ smooth □ polished			
Stair covering material (e.g. wood, concrete, steel, tiles, marble,)							
Stairway construction (e.g. open stairs, concrete, wood, steel,)							
Min. ceiling height / stairways (m)							
Weight capacity stairway (please note: PianoPlan Stairwalker weighs 368kgs)							
Number of steps							
Further important information							
Photograph of stairs attached							

DELIEVERY CHECKLIST



		Order-No.:
Other Obstacles:		
Are there other Obstacles? Yes No (this can be e. g. counters, sharp corners) If so, please give a short description / po	hotos / simple drawing of the situation):	
Other requirements:		
Is a site induction required? Yes □ No □		
If yes, at what time, and for how long?		
am / pm	mins	
Are Risk and Method Statements require Yes ☐ No ☐	ed for this delivery?	
Contact Person for service / maintenant (please provide contact details of the person for service)	ce: erson/s to be contacted for service / main	tenance of our products)
Name:		
Phone:		
Email:		
Signature of recipient Date		

Telephone number

Name in block letters