

# DELIVERY CHECKLIST



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**Shipping address / Project:**                      **Order no:**                      **Your order:**  
*(for deliveries to universities please provide Building Name and Postcode)*

**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.: \_\_\_\_\_

## Lift –

Lift – Is there a lift available?

Yes  No

Lift – load capacity: \_\_\_\_\_ kg

Lift – door measurements: \_\_\_\_\_ x \_\_\_\_\_ cm ( W x H )

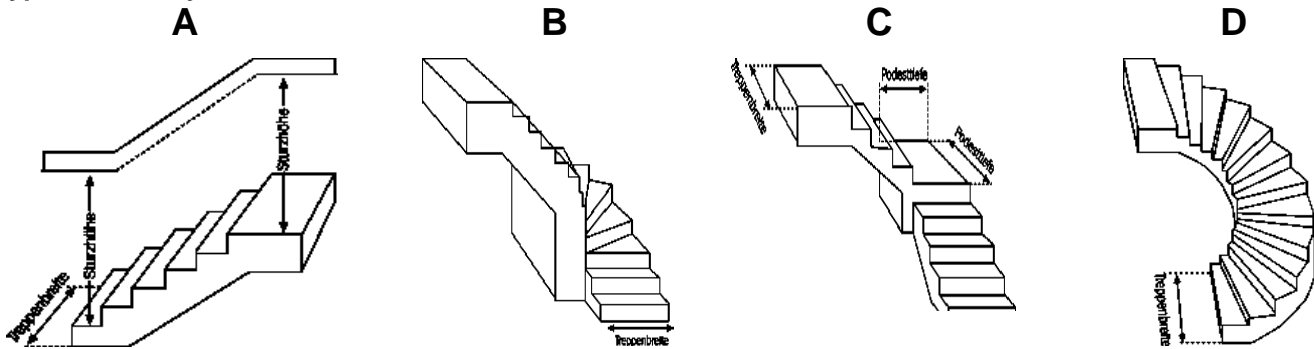
Lift – internal dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ cm ( W x D x H )

## Stairways –

How many stairways, steps or platforms from the lorry to the point of use are there including doorways?

\_\_\_\_\_

Type of stairway:



Measurements of stairways:

	stairway #1	stairway #2	stairway #3	stairway #4
Type of stairway (A, B, C or D)				
Stairway width				
Platform depth				
Platform width				
Stair covering	<input type="checkbox"/> smooth <input type="checkbox"/> polished	<input type="checkbox"/> smooth <input type="checkbox"/> polished	<input type="checkbox"/> smooth <input type="checkbox"/> polished	<input type="checkbox"/> smooth <input type="checkbox"/> 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 - <b>Mandatory</b> -				
Maximum load bearing capacity				

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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 / photos / simple drawing of the situation):

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## Other requirements:

Is a site induction required?

Yes  No

If yes, at what time, and for how long?

	am / pm		mins
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Are Risk and Method Statements required for this delivery?

Yes  No

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Contact Person for service / maintenance:

*(please provide contact details of the person/s to be contacted for service / maintenance of our products)*

Name:

Phone:

Email:

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*Signature of recipient*

*Date*

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*Name in block letters*

*Telephone number*

Thank you for your help!