

Date: \_\_\_\_\_ Install Crew name (Print): \_\_\_\_\_

Order Number : \_\_\_\_\_

IFG Sale rep Name: \_\_\_\_\_

IFG Sale rep contact number: \_\_\_\_\_

### Check List

1. Safety
  - A) Make sure you have your PPE. (Gloves, safety glasses...etc)
2. Assess the travel path.
  - B) Check height and width record: Height \_\_\_\_\_, Width \_\_\_\_\_ (record all the pass through)
  - C) Compare product height and width measurement to the travel path height and width measurement.  
C1: Record New product height: \_\_\_\_\_ width: \_\_\_\_\_
  - D) If the new product height and width measurement is less than the travel path measurement. (continue)
  - E) If the new Product height and width measurement is **greater** than the travel path measurement (STOP)! Get the permission from the customer and have the customer sign the agreement to allow you to continue to step E1. Have the customer sign in 2 area.  
  
**IFG Employee Print, sign, and date: \_\_\_\_\_ Customer print, sign, and date: \_\_\_\_\_**  
**By signing section E. The customer acknowledges IFG have explain to the customer regarding product logistic and accept the full liability of the product. Which may cause the product to be (damage, scratch, dent, gouge, void manufacture warranty, or product become in-operatable.)**  
  
**If the customer does not sign section E and installation form. STOP! Do not you bring the equipment in. Contact your manager.**
  - E1) Contact the customer that the product cannot be safety install or delivery to the final place.
  - E2) If the customer request you to continue with the delivery. Take picture of the pass through with the measurement.
  - E3) Take pictures of the product (final install place)
  - E4) Have the customer to sign the form to acknowledge that IFG have inform the customer of this issue and will not take any liability of the product. (damage, scratch, dent, gouge. Etc.)
3. Custom Old Equipment.
  - A) Disconnect / wrap and Prep the old equipment to move back to the truck
  - B) Assess the travel path.
  - C) Check height and width record: Height \_\_\_\_\_, Width \_\_\_\_\_ (record all the pass through)
  - D) Record the old equipment height \_\_\_\_\_ and width \_\_\_\_\_.
  - E) Compare product height and width measurement to the travel path height and width measurement.
  - F) If the product height and width measurement is less than the travel path measurement. (continue)
  - F) If the old Product height and width measurement is **greater** than the travel path measurement (STOP)! Get the permission from the customer and have the customer sign the agreement to allow you to continue to step F1.  
  
**IFG Employee Print, sign, and date: \_\_\_\_\_ Customer print, sign, and date: \_\_\_\_\_**  
**By signing section F. The customer acknowledges IFG have explain to the customer regarding the old product movement and accept the full liability of the customer other product or equipment that is in the way of the old product travel. This may cause the other product / equipment to be (damage, scratch, dent, gouge, void manufacture warranty, or product become in-operatable.) during movement and product travel.**

Date: \_\_\_\_\_ Install Crew name (Print): \_\_\_\_\_

Order Number : \_\_\_\_\_

IFG Sale rep Name: \_\_\_\_\_

IFG Sale rep contact number: \_\_\_\_\_

**If the customer does not sign section F and remove of the old equipment. Do not take the old equipment from the customer. STOP**

F1) Contact the customer that the product cannot be safely remove from the premise.

F2) Get the customer to sign the form to acknowledge that IFG have inform the customer of this issue and will not take any liability of the product. (damage, scratch, dent, gouge. Etc.)

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**Installation Signature (Have customer sign this section if there are no issues with the product travel movement).**

**The customer (customer or customer employee) has accept / inspect the product at it agree final location and it is defect free and in work condition. The customer agrees to release all liability to IFG.**

**Names print and sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Installation Signature (Have the customer sign this section if there is an issues with the product travel movement)**

IFG have inform me (customer owner or customer employee) that there is an issue of placing this item to the final location. The issues can be the product height and width dimension or equipment spec.

The customer (Customer owner or customer employee) gave / sign a written consent to IFG to continue with the installation. IFG will not be responsible for any damage to your product during the product travel or installation.

Names print and sign: \_\_\_\_\_ Date: \_\_\_\_\_

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#### **Remove of the old equipment**

The customer has giving the permission to IFG to remove the old equipment for dispose. IFG will not reimburse credit To the customer for the old unit. IFG will not be responsible if there is any damage done during the product movement from the product location to the truck location.

The customer (customer owner or customer employee) gave a written / sign consent for IFG to remove their old product for dispose.

Name Print and sign: \_\_\_\_\_ date: \_\_\_\_\_