

* This form is used by Sales, Peter and Rui
 ** Sales --> Peter --> Sales --> Rui to record to pay installation invoice



Installation Checklist & Communication

Job #:

Sales Person:

Date:

Sales Use			
To:		Store Location:	
Job Style:		Cemetery:	
*Ashlars Due:		*Full Monument Due:	
Yes or No			
100% Payment		Cemetery Permit	
Monument Plan		Inscription	
Foundation		Crane Hire	
Special Request:			
ID	Requirement	Yes or No (in Warehouse) Sales Use	Yes or No & Install Date Peter Use
1.1	Ashlars		
1.2	Monument		
1.3	Photos & Frames		
1.4	Candle box & Door		
1.5	Headstone / Kerb / Cabinet Door		
1.6	Book & Wedge		
1.7	Vase & Flower box		
1.8	Religious Statue		
1.9	Lantern		
1.10	Cross		
1.11	Lions		
1.12	Soil and Pebble		
1.13	Cement Use <i>(Peter/John Use Only)</i> (Even Edge & No Leaking)		
1.14	Dowels <i>(Peter/John Use Only)</i> (Must meet Cemetery Specifications)		
1.15	Silicone Apply <i>(Peter/John Use Only)</i>		
1.16	Clean <i>(Peter/John Use Only)</i>		
1.17	Others		
2. Sign by Peter & *Completion Date:			
Overall processes meet Cemetery Specifications			
3. Confirm by Sales & Date:			

- * - Must be completed.

** Installation Details refer to <Accessories List>, <Monument Plan>, <Inscription Proof> **

** Customer Complaints refer to <Complaints Form>**