

# Large Order Freight Questionnaire

— Please complete entire application before submitting —

## Sales Point of Contact

Full Name:

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Phone Number:

Email Address:

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## Facility Point of Contact (if different)

Full Name:

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Phone Number:

Email Address:

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## Receiving

1. Does your facility have a loading dock that can accept delivery of a 53' semi-trailer?

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2. What are your receiving dock open hours and days?

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3. Are there any issues with access, unloading, etc. (e.g. limited dock hours, receiving dock in a parking garage, security clearances/notifications, etc.)? If yes, please explain any issues below.

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4. Do you have the capacity to receive and unload the shipment? Please check the items below to indicate what equipment you have at your facility:

Forklift

Pallet Jack

Pallets

Pallet Wrapping Film

5. Do you have the capacity to store the shipment while installation is occurring?

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## Receiving (Cont.)

6. Does your building require a Certificate of Insurance for incoming deliveries or installations or any other special considerations?

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7. What is the timeframe for this delivery or installation?

a. What is the required finish date?

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b. What is the time frame allotted to perform the work (i.e. how many days do we have available on site to finish the job)?

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## Assembly

1. How will installation be handled? (please check one)

In-house installation (Facilities staff, temp workers, etc.)

3rd party installation (3rd party installation will be calculated at a per desk price. 3rd party installation services include receiving, storage, and assembly, as well as refuse disposal.)

## In-house installation

1. If installing in-house, do you have an area where the product can be assembled? If so, please describe or send pictures of the area where the product will be assembled when returning this questionnaire.

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2. If installing in-house, how many people do you plan on dedicating to installation of the product? Assume roughly 30 minutes to assemble each desk, with more time needed if also installing accessories.

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3. If desks are installed in an area that is different from their final destination, how will the desks be transported to to their final destination? If desks are not on casters, we recommend using furniture dollies to move the desks to their final spots.

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## In-house installation (Cont.)

4. If desks are installed in an area that is different from their final destination, is there adequate clearance to allow for the transportation of fully built desks? For example, moving large desks through narrow hallways or hallways with tight corners can be difficult.

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5. If installing in-house, have a plan for refuse disposal. Cardboard and plastics are recyclable; white polyethylene foam typically is not. If you have access to a baler for cardboard and/or plastics, we highly advise using it during disposal.

*\*For ease of assembly, we recommend having the following tools on hand. Additional tools may be required to assemble desks and accessories depending on the products purchased:*

- Cordless drill
- Battery charger w/ extra batteries
- Bit Extension
- Phillips P2 driver bits
- 4mm hex driver bit

## 3rd Part Installation

1. Please select which services will be needed:

Receiving of Product

Storage of Product

Assembly of Product

Refuse Disposal

2. If 3rd party installation, where will assembly take place? Do you have an area where the product can be assembled?

a. Yes: If so, please describe or send pictures of the area where the product will be assembled when returning this questionnaire.

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b. No: Completed desks will need to be transported to my facility for installation after assembly.

3. If desks are assembled in an area that is different from their final destination, is there adequate clearance to allow for the transportation of fully built desks? For example, moving large desks through narrow hallways or hallways with tight corners can be difficult.

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4. If assembly is happening on-site and waste disposal is not a part of the installation agreement, have a plan for refuse disposal. Cardboard and plastics are recyclable; white polyethylene foam typically is not. If you have access to a baler for cardboard and/or plastics, we highly advise using it during disposal.