

Delivery Form

Delivery charges included in our prices are to GROUND FLOOR only, i.e. NO STEPS AT ALL, enabling goods to be transported via a level surface. Deliveries OTHER THAN to a ground floor.

To determine if any additional costs will be incurred, the following delivery installation form must be completed and returned.

Deliveries involving a number of STEPS or STAIRS to various floors will require mechanical handling equipment and/or additional manpower.

Please ensure that all the information requested in this form is correct, otherwise further charges may have to be made for the delivery.

Vehicular Access to Site

The vehicles used for delivery of these items are purpose-built 32 ton trucks with integral hoists/cranes fitted to the rear, (similar in size to a double decker bus). It is VITAL that all access details are accurate.

- Is there on-site parking available for Delivery Vehicle? *(Please circle)* Yes No
- Are there any time restrictions on parking on-site? *If YES please give details* Yes No

- If NO ON SITE PARKING, please provide details of nearest parking area and any parking restrictions

- GENERAL ACCESS, please indicate any obstructions e.g., height restrictions, cobblestones, soft ground, traffic calmer etc.

During which hours are the premises open for delivery?
From (am) To (pm)

LONDON ADDRESSES ONLY *(Please circle)*

- Are you on a RED ROUTE? Yes No
- Does the Congestion Charge apply to the delivery address? Yes No

Product Delivery Details

Please refer to the "Reference Diagrams" on page 6 of this document for guidance on providing the following information. (Accurate information is critical for deliveries via stairs or lift.)

ACCESS INTO THE BUILDING *(Please circle)*

- Are there any steps into the building? Yes No
- If Yes – how many? Up Down
- Are they steps up into the building or down?

FLOOR LOADING

- Is this sufficient for the product you are purchasing? Yes No

If there is ANY doubt please seek advice from a qualified surveyor.

MANOEUVRING INSIDE THE BUILDING *(Please circle)*

Access will be via?

LIFT or STEPS and/or FLIGHTS OF STAIRS or WINDOW

Delivery via LIFT

Please supply the following details which must accurate:

- Width of door opening cm
- Height of door opening cm
- Internal Height of lift cm
- Internal Width of lift cm
- Internal Depth of lift cm
- Max. Loading Weight of lift kgs

Delivery via STEPS OR STAIRS

- Number of steps along access route (i.e. single steps or a few steps, not flights)

PLEASE USE REFERENCE DIAGRAMS ATTACHED TO COMPLETE THIS SECTION

TYPE OF STAIRS

- What are stairs constructed of?
e.g. wood, concrete, marble, metal etc
 - Are the stairs covered? Yes No
- If 'YES' please indicate type of covering (carpet, vinyl etc)*

1. Straight flights with flat landings

- Indicate which diagram (from 1 -4) applies
- Number of straight flights of stairs
- Number of stairs in each flight

OR

1. Corner flights with continuous steps

- Indicate which diagram (from 5 – 7) applies
- Number of straight flights of stairs
- Are there spiral stairs? *(Please circle)* Yes No

DIMENSIONS OF STAIRWAY(S)

- Stair Step Height cm
- Stair Width cm
- Stair Step Depth cm
- Landing Width cm
- Landing Depth cm

DOOR DIMENSIONS

Please indicate the dimensions of all doors which have to be passed through, (or the dimension of the smallest door)

- Door Height cm
- Door Width cm
- Height of any Low Beams and route cm
- Minimum Height of Ceilings and route cm

(Please remember to check stairwell ceiling heights)

FLOOR CONSTRUCTION at final location:

e.g.(e.g. wood, concrete, marble, metal etc)

FIXING

If you would like your supplier to arrange fixing please supply the following details:

- Is the product to be bolted to Floor Wall
- Please state type of surface e.g. wood, concrete, computer floor etc.*

N.B. FLOOR BOLTING *(Please circle)*

- Please confirm that there are no pipes, wires or other obstructions beneath the floor where the safe is to be bolted? Yes No

Signed

Date

Position

Delivery Installation Form – Reference Diagrams

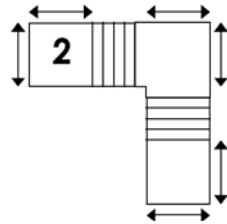
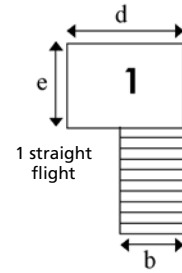
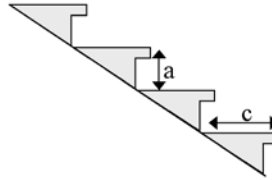
If Delivery is via Stairs:

Note: Where an arrow is indicated  please check/supply this measurement

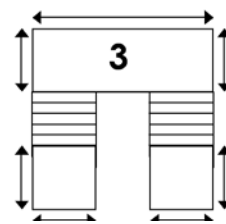
Straight Stair Flights:

A standard mechanical 'stair climber' delivery is possible when 'b' (Stair Width) is wider than 746 mm and when 'd' and 'e' are greater than 1590 mm

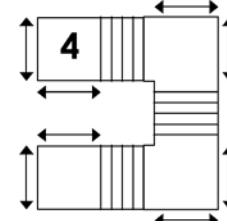
a: Stair Height
b: Stair Width
c: Stair Depth
d: Landing Width
e: Landing Depth



2 straight flights (90° turn)



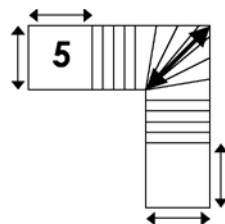
2 straight flight (180° turn)



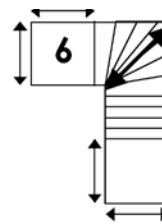
3 straight flights

Corner/Curved Stair Flights:

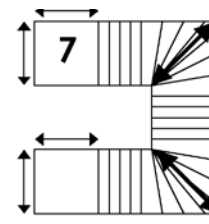
For L-shaped continuous stairs as shown in figs 5, 6 and 7 below, a mechanical 'Stair Climber' is not suitable. Therefore a four man carry crew is the only possible method.



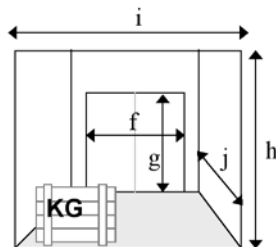
2 straight flights,
1 curved flight



1 straight flight,
1 curved flight



3 straight flights,
2 curved flight



If Delivery is via a lift:

f: Width of Door Opening
g: Height of Door Opening
h: Internal Height
i: Internal Width
j: Internal Depth
KG: Maximum Loading Weight

Safe/Security Cupboard Delivery Information Form

In accordance with the Government Legislation for Health and Safety at work guidelines, we ask that customers supply us with all relevant information regarding delivery requirements and access. This will ensure that all staff involved are fully prepared and equipped on the day of delivery. The delivery options are restricted by Health & Safety guidelines.

Dealer Name Dealer Address Dealer Contact Name
Dealer Contact Tel No:
Postcode

Customer Name Delivery Address Delivery Contact Name
Delivery Contact Tel No:
Postcode

Product Detail Product Quantity Weight:
On which floor is the product to be installed?
e.g. Ground floor, Basement, First floor etc?

*** Please give all measurements in centimetres NOT Imperial measurements. ***