



Thank you for choosing Fowles for your flooring supply and installation, we sincerely appreciate your custom.

Here are a few tips to ensure your installation goes smoothly on the day.

#### Payment

- ☑ Ensure we have received full payment for materials 3 days prior to the installation date. Credit card payments can be made by calling 03 9265 5555 (1% surcharge for Visa and Mastercard, 3% for American Express)
- ☑ Direct deposits can be made to:
  - Bank: ANZ
  - BSB: 013 268
  - A/C: 835785088
  - A/C Name: Fowles Auctions & Sales
  - Ref: <Your Invoice/Document Number or Quote Number>
- ☑ Payment for installation can be made at the same time or on the day of installation

#### Furniture

- ☑ Furniture, if being moved by client needs to be completely removed
- ☑ Computers, Printers & Fax machines are the sole responsibility of the client
- ☑ Office stationary boxed up for ease of movement
- ☑ Ensure bookcases and cupboards that are being moved around are emptied out
- ☑ Remove shoes and any other items from the bottom of robes
- ☑ Clear away any loose items ready for furniture removalists to move furniture (eg magazines on tables etc)
- ☑ Safely stow away any fragile items such as decorative plates, lamps, photo frames etc
- ☑ Strip beds of all linen in preparation for removal

#### Other Tips

- ☑ Ensure that pets are isolated from installation areas on the day
- ☑ Painting needs to be completed at least 2 days prior to installation
- ☑ Power needs to be made available on the day of installation
- ☑ All other trades need to be clear of area to be installed on the day of installation
- ☑ Parking needs to be made available to installers
- ☑ Doors requiring cutting needs to be completed prior to installation
- ☑ Existing floor coverings if removed by client, removal all staples, scrape floor clean & Vacuum
- ☑ In-Floor heating or cables under carpet - Fowles takes no responsibility for any damage to either item & should be notified if they are present prior to installation