

INSTALL HANDOVER SHEET

CUSTOMER INFO:

Name: _____

Phone: _____

Address: _____

Install date: _____

Due date: _____

Allocated labour:

[] x days

[] x installers

Products being installed:

NON-PACK ITEMS:

Eg, concrete, paint, 4x2, added fixings , downpipes
etc - everything to get the job done

STATUS

Ordered

Scheduled

In Stock

Customer Contacted

CUSTOMER COMMUNICATION:

Preferred method of communication: Text / Call / Email

How much notice is needed?

ONSITE INSTRUCTIONS

CUSTOMER SPECIFIC INSTRUCTIONS:

FOR EXAMPLE:

- "Don't drive on the grass"
- "Check post position with the customer"
- Are there any specific instructions from the customer?
- Are there any promises from us during the conversation that we need to meet?

INSTALL SPECIFIC NOTES:

- Blinds: facing in or out?
- Posts: in line with house or outside edge? etc

ADDITIONAL SHOPPING REQUIRED

FOR EXAMPLE:

- "We ran out of Ironsand paint"
- "We need additional 4x2 timber painted white"
- "We need more 90 degree white 60mm elbows"

FLASHINGS

What flashings will we do?
Name their types etc.

FINAL CHECKS

5-star review card given

INSTALLER SIGNOFF

Name: _____

Signature: _____