

!!!!!! **Please note:** Full and accurate completion of this form is essential in all cases

### Customer and Site Details

Company Name:	Main Switchboard Tel.
Company Address (including postcode):	
Installation Address:	
Post Code of Installation Address	
Customer Description of Site: (eg Canteen, Hallway, Waiting Room etc)	
Contact person (who will deal with the installation):	
Telephone 1:	Email Address:
Telephone 2:	Fax:

### Installation Details

Number of machines to be <b>Delivered:</b>	
Number of machines to be <b>Collected:</b>	Will they be disconnected?      Yes / No
Number of machines to be <b>Moved:</b>	
Will machines to be installed be plugged in or spur connected?	

### Access Details

Please describe the type of entrance to the building where the machine will be installed:					
Is there a slope, and whether steep or slight?	Are there stairs? How many?	Are there steps into the building?	Is access flat throughout?	Rough distance from entrance to installation point	Any other points we need to consider?

**How many steps in total (including on stairs) will we need to negotiate from the building entrance to where the machine will be installed?**

No of Steps:

Please describe the staircases we will need to negotiate – please tick and give details as appropriate			
Straight	Spiral	Staggered	No. of Flights
Minimum width of stairs is:			
Are there any sharp corners?			
What is the <b>smallest</b> door aperture encountered on the route to the installation area?			
<b>Is there a lift available?</b> Yes / No			
If yes, what is the lift door width?			
.....and what is the weight capacity?      Kilos / lbs (please make clear!)			
<b>Are there any parking restrictions?</b> Yes / No			
If yes, please describe:			

**!!!!!! Please note:** Full and accurate completion of this form is essential in all cases

**Customer Requirements**

At the time of the installation, you will need to:

- have ingredients available;
- have a sufficient cash float for the machine; and
- know what cup size you will require?

Please ensure you are fully prepared!

Please ensure you fully understand the power and water supply requirements for the machine(s) to be installed.

**WATER:** Drinking water supply (minimum pressure = 1.5 Bar or 22 lbs psi, maximum = 6 Bar or 88 lbs psi), within one metre of machine location, terminating in 15 mm copper 'tail', preceded by stop-cock.

**ELECTRICITY:** Usually 13 Amp socket or fused spur within one metre of machine location, but please check machine brochure or seek advice if in doubt.

**Other Information** (please include any information you think will help make the process trouble free or reduce disruption – a map/diagram could be helpful)

**Confirmation of Details**

"The above details are accurate and comprehensive in relation to the proposed installation/collection/relocation of machine(s). I understand that if it is not possible to carry out the installation/collection/relocation of machines because of the inadequate nature of the information I have provided that additional costs may be incurred. I have read the terms and conditions and do undersign in agreement for and on behalf of the above named person/organisation"

Customer Signature:

Print Name:

Date: