Pre-Delivery Site Survey – Follett[®] Authorized White Glove Delivery

Please return completed site survey to customerservice@follettice.com along with your purchase order to prevent a delay in order processing.

Does the site have any requirements regarding proof of COVID-19 vaccination or proof of a negativeCOVID-19 test within 48 hours of entry into the premises for contractors?YesNo

Authorized white glove delivery

White glove delivery service is offered through our authorized logistics carrier. White glove freight includes the following services: delivery appointment, delivery with lift gate truck, uncrating of equipment, inside delivery to point of use, setting the unit in place, installation of casters or levelling legs, and removal of all debris. No additional services will be provided.

Please note that white glove services can be modified to accommodate specific point-of-use requirements.

Please complete the below site survey, white glove delivery cannot be offered without a completed and signed site survey.

Service and charges approved by

Printed Name	Signature		Date	
Contact at delivery site				
Printed Name	email		Phone	
Customer purchase order nu	umber:			
Follett quote number (if ava	ailable):			
Installation address				
Name of Facility:				
Street Address:				
Suite/Floor:				
City:		State:	Zip:	
Additional site information to as	sist delivery team:			

Site-specific survey questions for white glove deliveries

Receiving

1.	. Is the facility tractor-trailer accessible?				
2.	. Will a tractor-trailer be able to stay in its parked location without creating issues?				
3.	Is there a shipping/receiving dock at the facility?	Yes \bigcirc No \bigcirc			
4.	Is the shipping/receiving dock tractor-trailer accessible?	Yes \bigcirc No \bigcirc			
De	livery				
5.	Do you require a specific delivery window? (Additional charges will apply).	Yes \bigcirc No \bigcirc			
6.	Are there any obstructions or required security clearances from the delivery site to the				
	point-of-install site (delivery path)?	Yes \bigcirc No \bigcirc			
7.	Are there any turns along the delivery path?	Yes \bigcirc No \bigcirc			
	If yes, confirm unit(s) will fit around any corners.				
8.	Are there any stairs/steps along the delivery path?	Yes \bigcirc No \bigcirc			
9.	How many doorways are along the delivery path (upright models only)?				
	Provide the dimensions of each doorway (including obstructing hardware) (inches):				
	W xHW xHW x	x H			
	W xHW xHW x	x H			
10	10. Will use of an elevator be required to take equipment to point of use? Yes \bigcirc No				
	Freight Elevator? Yes O No O Dimensions:				
11	. What type of flooring will the unit be installed on?				
12	12. Will the unit be installed on top of a platform?				
13. Please confirm that any existing units have been relocated from the installation location. Yes					
14	. Ceiling height where equipment will be installed (upright models only)?				
15	. If available, please submit the following photos with return of this completed document (uprig	ght models only):			
	1. Photo of install footprint2. Photo of doorway(s)3. Photo of loading	dock			
	4. Photo of elevator (if any) 5. Photo of stairs (if any)				

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Follett reserves the right to change specifications at any time without obligation. Certifications may vary depending on country of origin.

