



Commercial Furniture Resource

355 West Dewey Ave.
Wharton, NJ 07885

(973) 442-1577 (ph)
(973) 442-1477 (fax)

Delivery/Install Details Request

Client Information:

Company: _____

Phone #: _____

Installation _____

Fax#: _____

Address: _____

Requested Install Date: _____

Main Contact: _____

Email: _____

Alternate Contact: _____

Phone#: _____

Delivery Conditions:

Move in date: _____

Yes No N/A

Is there a Certificate of insurance required? Please provide building management info.

Contact: _____ Phone: _____

Is there a loading dock? If so what is the dock height? _____

Is there available parking for either a 16' or 24' box truck?

Are there any stairs involved? (Please indicate flights of stairs or # of steps)

Is there a freight or passenger elevator available? (Please indicate which). Also list elevator hours if any.

Are there time restrictions on deliveries to your building? If so, please note

Is elevator padding required?

Is Masonite required for flooring?

Is the space clean and clear?

Is your business open and available for weekend delivery if necessary? Please note conditions.

What is the dock address? Please give cross streets if in New York City.

Union Labor / Non-Union Labor? (Please circle one)

Wall mounting may be required; what is the make-up of the walls onsite?
Drywall / Plaster / Block / Brick / Other

Customer Signature

Date

Salespersons Signature

Date