



## DELIVERY AND INSTALLATION

Delivery and Installation is the final and most important part of your furniture buying experience. OFR is here to make it as easy as possible!

### **How is Delivery & Installation estimated?**

Details of the site conditions are key to an accurate estimate of your costs. Quotes are based on the information provided and the type of furniture being installed:

- Does the building have a loading dock? Where is the entry? Are there any stairs?
- Is there room for the truck or tractor trailer?
- Is there a freight elevator?
- Is there a dumpster on site for garbage disposal? Is there adequate staging space?
- Are protective floor coverings needed?
- Is the building Union or Non-Union?
- Is the work being done during regular hours or overtime hours?

### **What do I need to have ready?**

Access to elevator(s) and/or stairway must be dedicated and free of obstruction.

The area should be clear of existing furniture and any contents. Have any necessary power strips and cable/phone patch cords on hand. For powered workstations, an electrician contracted by you must connect the "whips" from the building power source. Please keep staff out of the area until work is completed. A decision-maker must be available to sign off on completion of the job.

### **What if I change my mind?**

Please review your layout drawing carefully; your Purchase Order or signed quote is approval of the final layout. Changes should be made as early as possible. We are happy to accommodate minor changes during installation; however those changes will incur additional labor and parts costs. (\$45 per man hour plus materials).

### **What about all the details?**

For sizable projects, the OFR Salesperson or Lead Installer will inspect the project after installation, creating a "punch list" of items to be corrected. Typical punch list items include grommets and trim. Punch lists are usually corrected in 7 to 10 business days. Anything that impedes your staffs' ability to work will be addressed as quickly as possible.

### **What if I want to do it myself?**

If you prefer to pick and up and install the furniture yourself, you are free to do so. However, we recommend professional installation and will not honor any warrantee on self-installs.

OFR is not responsible for missing parts, damage or defect for self-installs. Service calls will be charged at a rate of \$45.00 per man hour plus materials and will be scheduled at OFR's discretion.

---

Signature

---

Date

CHICAGO  
2451 South Wolf Road  
Des Plaines, IL 60018  
224.531.5770

MILWAUKEE  
8787 West Brown Deer Road  
Milwaukee, WI 53223  
414.353.9725

MADISON  
608.509.5964

ST LOUIS  
1604 Dielman Road  
Overland, MO 63132  
314.373.1589

[ofr-inc.com](http://ofr-inc.com)