



MIAMI
549 NW 28th Street
Miami FL 33127

NEW YORK
321 W 44th Street #200
New York NY 10036

DELIVERY & INSTALLATION FORM

Delivery Address: _____

Site Contact Name: _____

Telephone: _____

Email: _____

Delivery Date: _____

Installation Start Date: _____

Installation Completion Date: _____

Straight Time: 8:00 a.m. - 4:00 p.m. Overtime: 4:00 p.m. - 12:00 a.m

Time required for delivery & installation on straight time:

Delivery & installation is priced on over time: YES NO

Time required for delivery & installation on over time:

Delivery: Union Non-Union

Straight Time: 8:00 a.m. - 4:00 p.m. Overtime: 4:00 p.m. - 12:00 a.m

Loading Dock: YES NO

Height of Loading Dock: _____

Hours of Operation: _____

Time Required for Delivery: _____

Delivery Time by Appointment: YES NO

If YES, please provide contact info: _____

Installation: Union Non-Union

Straight Time: 8:00 a.m. - 4:00 p.m. Overtime: 4:00 p.m. - 12:00 a.m

COI: YES NO

If YES, please provide COI example

Freight Elevator: YES NO

Freight Elevator Dimensions: _____

Floor Plans Provided: YES NO



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The completion date of delivery & installation provided can only be met if the following occurs:

1. SITE CONDITIONS

A. Site condition requirements outlined below:

I. Site must be "ready":

- Carpet is down/flooring is completed.
- Lighting is up and working.
- All of the walls and surfaces must be painted. Paint must be DRY.
- No additional work can be happening in our working areas during our Installation.
- All work should be COMPLETE in those areas prior to our D&I.
- All of our working areas must be 100% clear and free of any debris or obstructions.

II. If any type of construction or other work is happening (i.e.: painting, flooring, lighting or something else) on the site the same day as our D&I we need to be notified ASAP. Our immediate working areas should never be interfered with by any construction or other work during our D&I times as stated above. This could impact our D&I time and charges.

III. We need to receive confirmation from _____ on when we should be removing product from protective wrapping. GC could damage unpacked product if other work is happening on site.

2. ACCESSIBILITY

A. The times supplied for our D&I rely 100% on free and clear access to the building's loading dock and/or exclusive use of the freight elevator.

I. _____ to confirm access times and building requirements for the Service Elevator and/or Loading dock.

II. If an appointment is required for either, the point of contact and all of the necessary information must be shared with MCONTRAST so that we are able to schedule accordingly.

III. If no appointment is required, _____ must confirm to MCONTRAST that the Freight Elevator and/or Loading Dock are available for the scheduled D&I dates and times.

B. If COI or any other type of required documents need to be submitted to the building by our D&I company then please let us know and send us all necessary sample documents.

C. A clear path must be made to all of our working areas on the job site. This includes all doorways, hallway and on loading/off-loading areas leading up to the working areas.

D. A certain area on the floor will be designated as a "holding area" for all of the products on the floor. The D&I team will always need full access to this area.

3. SCHEDULE

A. Proposed approximate Installation Time (considering that all requirements have been met):

I. _____ working days for all floors simultaneously.

II. _____ working days per individual floor (if multiple floors project is in phases)

B. Our D&I is to happen on _____ only.

C. It must be established whether both floors are going to be ready for Installation simultaneously or separately (if multiple floors project).

I. If floors are ready separately, then _____ must confirm what floor will be ready first. Please note that having floors ready separately will impact our D&I time and charges.



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The below applies to the Delivery & Installation price provided in the proposal.

THE PRICE FOR OUR DELIVERY & INSTALL IS ASSUMING THE FOLLOWING:

- Straight time delivery _____
 - Overtime delivery _____
 - Straight time install _____
 - Overtime install _____
 - Union / Non-union _____
 - Electric by others _____
 - Received in warehouse / storage _____
 - Exclusive use of the loading dock _____
 - Exclusive use of the elevator _____
 - Exclusive use of the work area(s) _____
 - Work areas are to be clear _____
 - Delivery & Work Schedule _____
-
- Single installation visit* _____

*(additional visits may result in additional charges)

NOTES

1. All shipments are subject to an external inspection at the warehouse for packaging damage only. Any internal inspection occurs on the job site as product is being unpacked.
2. On all products received at our warehouse, storage is free for the first 30 days from the date received. The cost after that period is \$2 per sq ft per month or part thereof.
3. All deliveries are based on exclusive use of freight elevators, loading areas and work areas. These areas should always remain clear and not obstructed in any way. Any delays in access to these areas will be billed hourly at the rates below.
4. All items are to be delivered and placed in accordance with installation drawings. If items can not be staged properly carpenter rates shall apply for double handling.
5. All electric connections, data and cable work for any furniture items are the responsibility of others and are not covered in our delivery & installation price.
6. Project related hourly rates are as follows and may be billed additionally if access is limited for any reason as described above:

DELIVERY PERSONNEL

Straight Time (MON-FRI 8am to 4 pm) \$60 per hour per person
Overtime (MON-FRI after 4pm to midnight) \$85 per hour per person
All other times double time to \$115 per hour per person
All other times double time to \$265 per hour per person

CARPENTERS

Straight Time (MON-FRI 7am to 3pm) \$190 per hour per person
Overtime (MON-FRI after 4pm to midnight) \$235 per hour per person

SIGNATURE

DATE
