



<@client.title> <@client.name>
<@client.address1>
<@client.address2>
<@client.city>
<@client.stateprov>
<@client.postcode>

<@date>

<@orders.dwgno>

Dear <@client.title> <@client.name>

Ref:<@orders.address1>,<@orders.address2>,<@orders.address3>,<@orders.address4>,<@orders.address5>

PREPARATION FOR DRY FIT: POLIFORM FITTING NOTES

DESIGN CHANGES

Please note any changes to the design of your wardrobes/library systems post sale will need to be agreed with your designer and signed off by you. There may be implications affecting other areas of your design and therefore may cause a delay to the delivery and/or installation process. Additional costs if incurred will be calculated at this stage and invoiced with the balance payment.

SERVICES:

Our Designers will issue you with M&E drawings indicating the electrical allocation required for your wardrobes/library systems. We would ask that you always use these in consultation with your contractor and take their recommendations. If these are in conflict with our guidelines please let us know as soon as possible as they may impact upon the agreed design of your product.

You will need to coordinate the services of your electrician in relation to the installation of your items.

All electrical connections, building works (including the provision of a hole for the extractor duct and any decoration must be carried out by your contractors.

All socket boxes as required must be in place prior to our installations. We recommend discussing with your M&E contractor your requirements early on in your project.

PRE INSTALLATION SURVEY

We will visit the site at an agreed date, no later than one week prior to order to double check that services are in place and dimensions are correct as agreed on the design drawing;
We are unable to install the items if this is not the case.

STORAGE

You will be notified of the week your order is arriving into the Country please ensure that your site will be ready for this date as you will be given a booking date in line with this. Should you not be ready you will be given the next available slot as our diaries are booked months in advance.

If your Poliform order is delivered prior to you being ready for installation, it must be stored in a dry, safe place, away from general building works where it could get damaged.

We cannot take responsibility for any damages that occur to our product between delivery and installation. We will check the condition of our product as standard when it leaves the warehouse.

If you require the goods to be stored in our warehouse, we have a weekly charge per cubic meter per week, which we are happy to arrange. The first week of storage is free of charge.

INSTALLATION

As experienced installers we cannot stress highly enough the importance of us installing on a finished site. Poliform items should be considered as a piece of furniture and installed only when other trades have finished on site. For you to install prior to this leaves you in danger of your product being damaged or compromised during the final stages of your project. Our most successful installations are ones where the finished floor is down, the final fix of decoration completed with only touching up required after assembly. Our designers and installations department can assist you in scheduling in these works to suit your program.

The following recommendations should be followed:

DECORATION:

- The walls must be plastered and have at least one coat of undercoat.

TOLERANCES:

- Poliform items are designed to have tolerances that allow us to fit the product with 50mm on width and 20mm on height of leaf doors / 70mm on sliding.

WALLS:

- We recommend that you check that your walls are level, as we work to a standard 2-3mm tolerance between the cupboard and the wall. If your walls are not level you may find that the gap between the wall and cupboard unit is larger than this tolerance. We can scribe a panel into the wall should this be required; this involves ordering a larger panel to be cut down to size, please discuss this with your designer.

FLOORING:

- We recommend that all floors be laid throughout the area prior to installation. Our installation charges are based on the floor being laid, allowing us to complete the installation including the fitting of plinths and side panels. If the flooring is not in place it is imperative that a sample of the floor must be on site at the time of installation to allow the fitter to correctly fit the items
- Our furniture does have adjustable legs to allow for levelling purposes. The tolerance is **6mm** – if your floor runs out beyond this tolerance there will be significant gaps under any plinth/side panels you have. Uneven floor will be noted at your pre-installation survey but is to be addressed prior to installation by your contractor.

DRY FIT

Poliform UK undertakes dry-fit only installations. Any electrical connections to lighting provided by Poliform UK should be carried out and tested by a certified electrician appointed by the main contractor. No electrical works are included in this quote.

SNAGGING & COMPLETION:

It is our policy to snag an installation once all works have been completed. A member of our Installations team will run through the entire installation with you or your representative. A list of works required will be drawn up and agreed upon by both parties at this meeting.

Once the agreed snagging list has been compiled and completed we will sign over the project to you; our own guarantee covers the parts and workmanship for two years.

Our policy is to obtain a sign off from yourselves or your representative within 7 days of completion, including any outstanding snagging works which can be achieved, with the exception of any damages, replacements, or any major snagging works.