

Installing your own cubicles to save cash? How hard could it be?



*All Time/Cost values are estimates only

Shipping the office furniture freight LTL on an 18-Wheeler with a "hands-off" driver:	FREE for most minimum orders! *
24-Hour Call Ahead Service if you need to know the time of day the shipment will arrive:	\$75
Pallet Jack to remove the pallets off the truck, if you have a loading dock or a lift gate:	\$200
Special Request for a delivery truck with a lift gate, if you don't have a loading dock:	\$350 (not guaranteed)
Forklift to remove the pallets off the truck, if you don't have a loading dock or lift gate:	\$150/day - rental (+ wages of licensed operator)
Renting a dumpster to dispose of the pallets, cartons, shrinkwrap & other packaging:	\$450 Minimum
Payroll hours for staff with free time who can handle heavy lifting and power tools:	Overtime Rates (+ Workman's Comp if anyone gets hurt!)
Screw gun, extension cords, tape measure, ladder, level, spotlights, nail gun, circular saw, Drill + bits:	\$450
Waiting for part replacements if anything gets damaged during shipment:	1 Week
Figuring out solutions to the normal "hiccups" that occur during any installation process:	2 Bottles Advil

Letting cubicles.com handle it all for you? Hands. Down. Priceless.

Still Interested in D.I.Y. Receiving & Installation?

Please use this checklist to help you!

Pre-Shipment Checklist

“Curbside Delivery” - means your order will arrive on pallets on the back of a freight truck. The driver does not handle/unload the product, meaning you will need to be prepared to offload everything on your own.

- EQUIPMENT:** You'll need a loading dock + pallet jack, OR a forklift, to get the pallets off the truck! If you don't, you can request a truck with a lift gate (extra \$\$), but availability is not guaranteed. Don't forget dollies for transport inside!
- FACILITIES:** Talk to your landlord / building mgmt. to know their rules for large deliveries: Loading dock access? Limits on elevator use? Special Hours? Failure to do this could result in denied/delayed delivery, and extra \$\$ to reschedule!
- DOCUMENTS & PERMISSIONS:** Many buildings have rules for the people who build your furniture- find out ahead of time, any requirements for certificates of insurance, union labor, materials like masonite to protect walls/floors, etc.
- FLEXIBILITY:** We cannot guarantee time windows, and any arrival dates are estimations only. If you've ordered product from us from more than one manufacturer, it will ship separately on different days. Be prepared to be flexible!
- TIMELINESS:** We STRONGLY advise that you attend to the above issues PRIOR to ever placing an order with us. At the very least, two weeks prior to shipments. Unforeseen problems will cause you delays, money, and hassle.

Delivery Day Checklist

Expect The Unexpected! We can handle “behind the scenes” issues before you ever know there could have been a problem. We keep spare parts handy, and make quick modifications when reality doesn't match the information on the drawing. You will now be privy to, & responsible for solving, all the standard hassles we can shield you from.

- PERSONNEL:** This product is HEAVY! Make sure you have a few strong staff members ready to unload and transfer everything swiftly to your office floor. Have a leader/manager, heavy lifters, and those who can use power tools.
- PREPPED SPACE:** The areas where you're building the furniture should be clear & ready to go: paint should be dry, carpet/other flooring should be installed. Pull data cabling ahead of time & schedule your electrician in advance.
- STAGING AREA:** Have an area where you can unpack and organize all parts and pieces, and determine quickly if you are missing anything, or if anything is damaged. The sooner you know, the less time is wasted! NOTE- small hardware packs are often tucked into the corners of packaging- don't throw anything away until installation is complete!
- POWER & DATA:** If you've ordered furniture with this capability, you need an IT person and a licensed electrician to complete the project. Cubicles don't plug directly into a wall outlet; they need specialized hardwiring based on the layout.
- INSTRUCTIONS:** Make sure you have, AND follow, the OEM installation guide. Failure to install correctly can lead to a void in warranty. If you have questions, STOP! Let us put you in touch with a Field Service Manager for helpful (yet limited) phone support.

Handling The Aftermath

You're almost finished, but not quite! Now it's time for cleanup, product integrity checks, and trash removal.

- PUNCH ITEMS:** If you find damaged product, DO NOT install it. Submit a photo of the damage, with the part #, to our office **within 10 days** of receipt and we will order a replacement. Otherwise we may not be able to get it approved as “Shipment Damage” and it may be assumed as “Damage During Install” which will cost you \$\$ to replace.
- CLEANUP:** Wipe down surfaces with a damp cloth, take a dry sponge to any surface marks on the fabrics (We suggest Magic Sponge). Have some WD-40 handy for any sticking drawers, doors, and locks. Make sure everything is level and check to make sure there are no glides that should be adjusted.
- DISPOSAL:** Depending on the amount of product you ordered, you will likely have a large amount of wooden pallets, cardboard boxes, and other packing materials that will need special bulk arrangements for disposal. Check with your building first; if they can't help, you may need to rent a dumpster, or personally transport it to your local trash facility.

STILL Interested in D.I.Y. Receiving & Installation? Please Read & Sign Below!

Other Ways To Save Cash!

Keep in mind, there are other ways to save money without having to take on the entire headache of logistics. If you feel capable of building the furniture product you ordered, but do not occupy space in a building with the capacity and equipment required to receive the items, you can request our "Inside Delivery Only" option.

With this option, we will schedule a specific day with a 2-hour arrival window, and make sure that all packages are delivered to the installation area on your office floor. All cartons will remain unopened. You will still be responsible for all unpacking, product inspection, installation, and trash removal.

This service is less than half the price of Full Delivery & Installation service. Ask your project manager for more details.

Cubicles.com Self-Installation Awareness Agreement

This is to certify that I have received, read, and understood the 3 page document entitled "Self Installation Checklist" given to me by cubicles.com. I am fully aware of the expectations of receiving and installing the product on my own, and accept full responsibility for the process as defined on the previous pages:

I understand that I need to verify my building has the needed infrastructure to receive freight shipments, and that I may need to file special paperwork with the building to allow delivery, elevator access, and furniture construction.

I understand that shipments cannot be guaranteed for a specific day or time window, and any indications on an arrival date are for estimation purposes only. If I give cubicles.com 3 Business Days notice, I can request a 24-Hour Call Ahead Service for \$75 additional (per shipment), and the freight company will notify me the day prior to the freight's arrival.

I understand that I am responsible for inspecting all of the freight as soon as it is in my possession, and that I have up to 10 Business Days to alert cubicles.com of any missing or damaged items, by supplying them in writing (email) with the part numbers & quantities (found on the packing slip), plus photos of any damages. Once received, cubicles.com will work swiftly to deliver replacement items, which can take a week, on average, depending on the product.

If I take longer than 10 Business Days, I understand that I may have to pay for replacement items.

I understand that I must follow the OEM installation manual and install all items as they were originally intended in order to preserve the validity of the product warranty.

I understand that I am responsible for paying the balance of my invoice to cubicles.com as soon as they have delivered the product to my location; the time period for furniture construction has no bearing on final payment.

I understand that I cannot hold cubicles.com financially responsible for any expenses incurred in this process, such as but not limited to:

- Travel and/or lodging expenses incurred
- Delays in work productivity/profits connected to the shipping/receiving/installation process
- Delays in product shipment caused by conditions beyond our control, i.e. Force Majeure
- Damages to premises, equipment, or persons, caused by or related to the furniture product purchased, once the product has arrived on site.

I understand that, while I have declined delivery & installation services from cubicles.com, if I become unable to complete the process on my own, I can hire cubicles.com to do so at a rate then agreed upon with a 48 Hour minimum lead time.

X

SIGNATURE OF ACCEPTANCE

DATE

PRINT NAME