



877-237-2317

www.AmericasFloorSource.com

Sales Order _____

Customer Name _____

Installation Preparation (things to do before the installers arrive)

Thank you for choosing America's Floor Source for floor covering needs. In order to make the installation process as simple and efficient as possible, it is important that you carefully read and understand our installation policies set forth below.

Initial the box next to each item to indicate that you understand and accept these objectives.

To efficiently and properly install your floor coverings on installation day, our installation crews will require the following:

- Accessibility to Installation Area** – Our installers will need total access to the areas where floor coverings are to be installed. Safe and complete driveway access for installation vehicles is required in order to allow proper delivery of all materials. In addition, please make sure that all other trades have completed their work and have removed all of their equipment prior to our arrival.
- Heat, Electric & Available Lighting** – Proper installation of your floor coverings requires that in the areas being installed, the temperature must be at least 65 degrees Fahrenheit during the 24 hours prior to installation, and such area must remain above this temperature for 24 hours after the floor coverings have been installed. Outside installations are weather permitting. Working electric and adequate lighting are necessary for proper installation. America's Floor Source will not be able to your installation without heat, electric and lighting.
- Furniture** – Our installers are happy to move normal furniture during installation, and this service can be arranged through your sales professional. This service may require an additional charge. Please note that items such as appliances or commodes, pool tables, pianos, wood stoves, aquariums, water beds, and grandfather clocks are not considered normal furniture and must be moved by professionals prior to installation. If you are unsure if a particular item needs to be removed prior to the installation or your floor coverings, please consult our sales professionals. In the event we do move normal furniture, we are not responsible for damage caused while it is being moved, and we are not responsible for damage to baseboards and walls caused by normal floor covering installation.
- Appliances & Electronic Equipment** – Appliances with direct water, gas, or electric hookups (such as washers, dryers, all gas appliances, ice makers and commodes) will need to be disconnected and removed by you prior to the installation of your floor covering. Electronic equipment such as stereos, TVs, audio visual equipment and computers should also be

disconnected and moved before the time of installation. Our installers are not responsible for disconnecting or reconnecting any appliances or electronic equipment.

- Personal and Decorative Items** – We know that some of our customers like to display their crystal, porcelain, china, and other breakables in their cabinets, hutches, and on top of tables. But, this may interfere with your installation, so we ask that you remove anything that may be damaged during the installation process. We also ask that you remove all personal items from the areas where new floor coverings are to be installed. These items include, but are not limited to, lamps, plants, pillows, crystal, antiques, aquariums, art work, bedding, books, Christmas trees, clocks, collectibles, dishes, guns, safes, speakers, cable wires, vases, and wet bars. America’s Floor Source is not responsible for damage to personal and decorative items which may occur during installation.
- Wall Hangings & Draperies** – Since these items can interfere with the installation of your floor coverings, please remove wall hangings that hang lower than five feet, and tie back drapes so they are at least 36” from the floor.
- Closets** – All closets and storage areas where new floor coverings are to be installed need to be cleared, and all low hanging clothes need to be removed so that there is at least 36” of space above the floor.
- Existing Flooring** - The removal of existing floor coverings is often necessary and can take a considerable amount of time. We can provide this service (except for the removal of vinyl that may contain asbestos, or carpet infested with fleas or saturated with urine) for charge based upon the amount of time spent on such removal. If your existing flooring contains asbestos, you will need to contact a licensed asbestos removal company to remove it. Your sales professional will gladly assist you in locating such a company. If you are removing the existing floor coverings yourself, please leave the tack strip down only if replacing carpet. You will need to make your own arrangements for disposal if you are removing your existing floor coverings yourself, and the existing floor coverings must be removed from the installation area before the installation team arrives. If you are removing your own carpet, you will need to scrape up the old staples and the old adhesives off of the existing floor. America’s Floor Source will not dispose of any existing floor coverings unless you have paid for such service.
- Sanding** – If your installation requires sanding, you should cover all cupboards and furniture (even in adjacent rooms), and you may want to consider covering all room openings with plastic.

Please review and make sure the items described above are addressed prior to your installation. Failure to complete these items can delay your floor covering installation. If you have any questions about these installation policies, please ask your sales professional at this time who will be more than happy to address any questions you may have. You should also have received the following information about your floor coverings: (1) General Terms and Conditions of Sale, (2) Flooring Facts and (3) a Sales Order. If you have received such information and understand and agree to comply with the policies and information contained within them, please sign below.

SIGN HERE: _____

PRINT NAME: _____

DATE: _____