

Please complete the checklist and send it by e-mail to [logistics@koettermann.com](mailto:logistics@koettermann.com).

# Transport-Checklist

Dear Sir or Madam,

Thank you for the order placed with your supplier. In order to ensure a smooth process for the free delivery to the point of use, please answer the following points. Please also answer - with a corresponding note - if the delivery is only to be made to the goods receipt (ramp). The ordered delivery free place of use includes a maximum delivery time of ¾ hour. A fixed date agreement is possible by arrangement, if necessary for an additional charge. Please refer to your order confirmation for the planned delivery week. If you are unsure about the delivery checklist or delivery in general, please contact our logistics department!!

**Project number:** \_\_\_\_\_

**Safety technology:** Yes No

**Ordering party:**

**Delivery address:**

Company: \_\_\_\_\_

Company: \_\_\_\_\_

Contact person: \_\_\_\_\_

Street: \_\_\_\_\_

Phone: \_\_\_\_\_

ZIP/City \_\_\_\_\_

Fax: \_\_\_\_\_

Building: \_\_\_\_\_

E-mail: \_\_\_\_\_

Consignee: \_\_\_\_\_

Your order from: \_\_\_\_\_

Deputy: \_\_\_\_\_

Our order confirmation: \_\_\_\_\_

Phone (for shipping notes): \_\_\_\_\_

Project: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Delivery possible from \_\_\_\_\_ to \_\_\_\_\_ o'clock**

**Weekdays:** \_\_\_\_\_

**Important: To better assess the situation on site, supplementary photos are very helpful.**

## Transport route outside the building

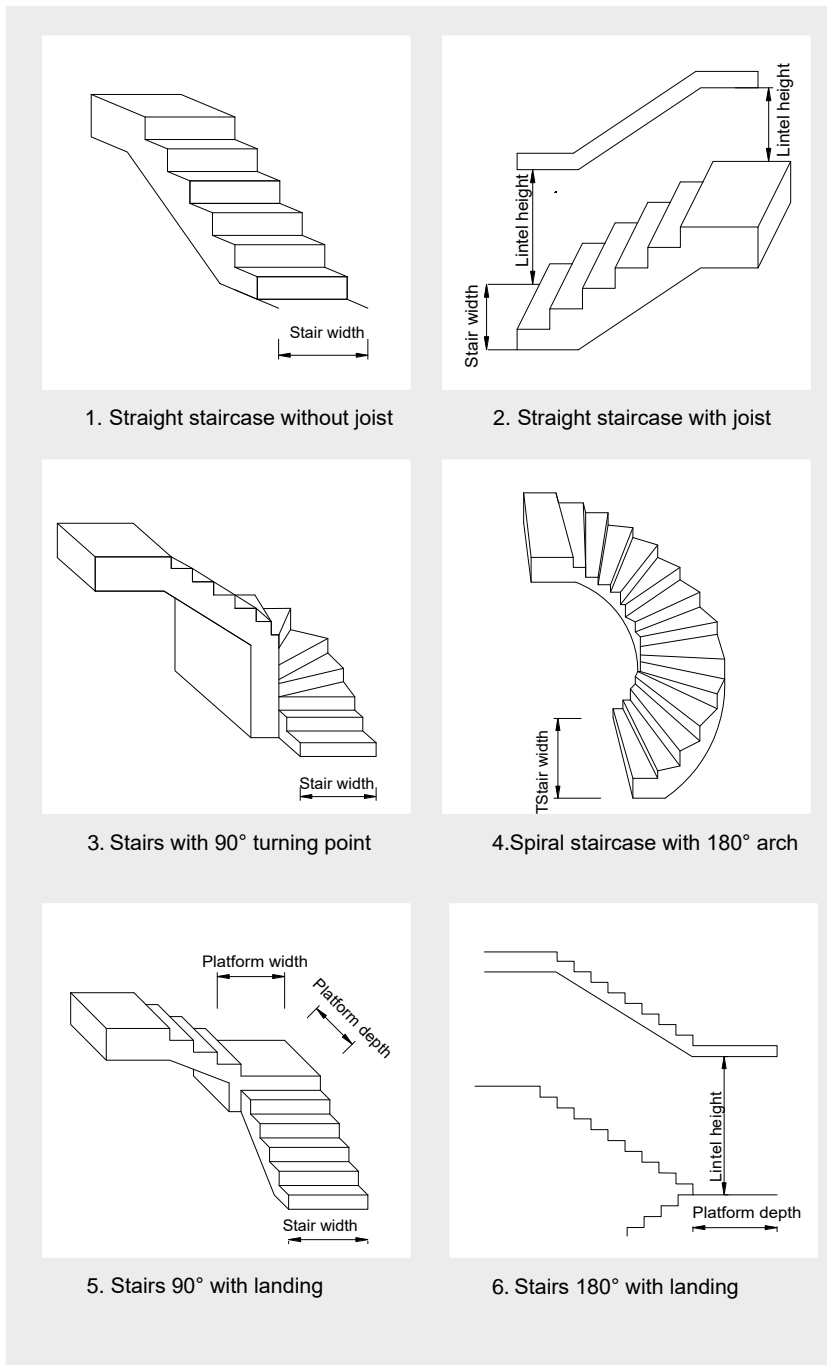
- |   |        |       |                            |       |    |
|---|--------|-------|----------------------------|-------|----|
| 1. Ground level without steps?                                    | Yes    | No    | 5. Loading ramp available? | Yes   | No |
| 2. If steps, please specify number?                               | Amount | _____ | 6. Forklift available?     | Yes   | No |
| 3. Can the truck bridge the steps by means of a lifting platform? | Yes    | nein  | 7. Best access via road:   | _____ |    |
| 4. Direct access to the building?                                 |        |       |                            | _____ |    |
| Minimum height 4.00 m   |        |       |                            | _____ |    |
| Minimum width 2.60 m  | Yes    | nein  |                            |       |    |

## Transport route within the building

- |  |        |       |  |     |       |
|--|--------|-------|--|-----|-------|
| 1. Ground floor without steps?                                     | Yes    | No    | 8. Stair type (see page 3)   | No. | _____ |
| 2. If steps, how many?   | Amount | _____ | Concrete stair?  | Yes | No    |
| 3. Place of shipment (floor):                                      | _____  |       | Wooden stairs?   | Yes | No    |
| 4. Lift available?   | Yes    | No    | Carpet?  | Yes | No    |
| Load capacity?   | kg     | _____ | PVC?   | Yes | No    |
| Width x depth dimensions?  | cm     | _____ | Marble / artificial stone?   | Yes | No    |
| Width of lift door?  | cm     | _____ |  |     |       |
| Height of lift door?   | cm     | _____ | 9. Is the load capacity of the transport path for the cabinet weight guaranteed? | Yes | No    |
| 5. Transport via stairs possible?                                  | Yes    | No    |  |     |       |
| 6. Total number of stairs?   | Amount | _____ |  |     |       |
| 7. Can each individual stair step be loaded with the total weight? |        |       |  | Yes | No    |



## Stair types



**Note:**

Please note that a hazardous substance/pressurised gas cylinder cabinet can have a dead weight of up to 700 kg. It may be necessary to use transport robots, which have a tare weight of about 350 kg. The maximum dimensions of a cabinet are 1.40 x 0.62 x 2.05 (W x D x H). Please remember that no liability can be accepted for damage that may occur as a result of missing information or instructions regarding load-bearing capacities or angulations during proper installation. The entire access (floor, stairs, etc.) must be designed for the weights and dimensions. If no deviating information is noted on the checklist, we must assume the corresponding suitability of the paths up to the installation site.

Name in block letters \_\_\_\_\_ Date \_\_\_\_\_

Signature of the recipient \_\_\_\_\_ Phone no. \_\_\_\_\_