

Please complete the checklist and send it by e-mail to 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 |

Staircase dimensions (in cm):

	Stair 1	Stair 2	Stair 3	Stair 4
Stair type no.				
Stair width (minus handrails)				
Platform depth				
Platform width				
Stair covering				
Clear ceiling height/staircase (m)				
Number of steps				
Other				

Notice:

Please bear in mind that a hazardous substance/compressed gas cylinder cabinet weighs up to 700 kg (plus any necessary transport aids of up to 350 kg) and has dimensions of 1.40 x 0.62 x 2.05 (WxHxD in m) or a hazardous substance workstation has dimensions of 2.40 x 0.85 x 1.30 (WxDxH in m).

Installation site

Are the rooms ready for the assembly of the furniture? Yes No

Installation site: Building no. _____ Floor _____ Room no. _____

Room height _____ Room depth _____

Hallways: Yes = width _____ m No

Sketch:

Ideally, please attach some photos of the situation on site, visualisations help immensely in preparing the movement. Supportively, a small sketch is beneficial if, for example, a turn has to be made from a narrow corridor into a room or if there is a type of staircase that is not listed.

Doors: How many doors have to be get bridged? _____

Dimensions of the doors:

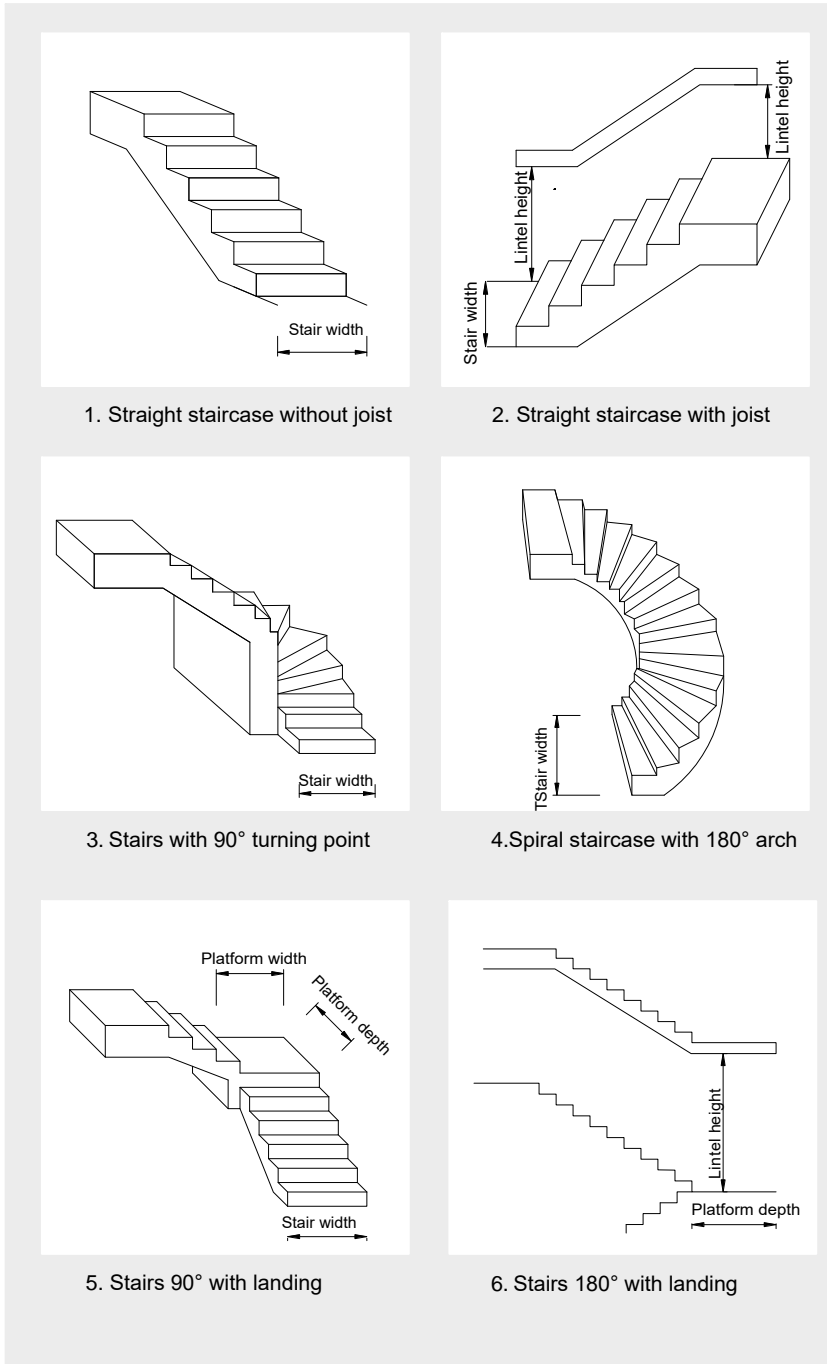
	Door 1	Door 2	Door 3	Door 4
Height				
Width				

Obstacles: Yes No

E.g. counters, winding turns (if yes, please briefly explain):

Other requirements (e.g. SHE):

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. _____