



1273 HWY 411 N.
Cartersville, GA, 30120
(770) 606-0606 Phone
(770) 606-0604 Fax

Your Hometown Flooring Store

Preparing for your Flooring Installation

Installation date: _____ **Address:** _____

Resident or your agent must be present at the time of installation. In order to assist Cartersville Flooring Center with an efficient and professional installation, we ask your cooperation in completing the following required steps prior to the arrival of the installer technicians.

1. Any items moved by you in advance will help ensure a smooth and efficient flooring installation experience. Please remove as many items as possible and store in areas our installers will not be working in.
2. All breakable items must be removed from tables, furniture, desks, etc. to an area of the unit/home that our installers will not be working in.
3. China must be removed from china cabinets and books must be out of bookshelves that will need to be moved.
4. Resident must disconnect and remove all electronic equipment such as stereos, TV's, DVD's satellite and cable boxes, computers, phones and answering machines. The installer will not disconnect, reconnect, or move any electronic equipment.
5. All beds need to be stripped of linens.
6. Installer will only move basic furniture. LARGE PIECES OF FURNITURE OR UNUSUAL ITEMS SUCH AS EXERCISE EQUIPMENT, POOL TABLES, PIANOS, ORGANS, GLASS OR MARBLE TABLES, LARGE BEDS, ANTIQUES AND OTHER EXPENSIVE, DELICATE AND IRREPLACEABLE items must be moved by resident prior to the installers arrival.
7. All aquariums must be moved by the resident to an area not requiring flooring. Technicians will not move aquariums.
8. Residents will remove or put in a secure place all cash, jewelry and other valuables from the unit/home prior to installer's arrival. Cartersville Flooring Center is not responsible for unsubstantiated claims of missing items.
9. While care is taken in moving items, small nicks, dents and scratches may occur. Cartersville Flooring Center cannot take responsibility for repairs when reasonable care has been used. If base boards are being painted this will need to be done 72 hours in advance of installation to allow for curing.
10. Paintings, clocks and other wall items need to be removed and placed in a secure area.

11. Pets should be removed from the dwelling or restrained in an area not being installed. Cartersville Flooring Center is not responsible for pets getting out.
12. If Cartersville Flooring Center is removing and re-installing appliances (specifically washers, dryers, refrigerators with ice makers, toilets, pedestal sinks) you will need to inspect plumbing before our installers leave the job. CFC assumes no responsibility for plumbing leaks. If you have any concerns about specific plumbing issues, please notify us in advance. If technician has concerns about any plumbing connections the technician will not reconnect. Additionally, we will NOT be responsible for plumbing issues arising from a change in floor height.
13. Under floor wiring, including but not limited to speaker, power and security, is to be clearly marked by the resident. Cartersville Flooring Center not responsible for damage to hidden, unmarked wiring.

This form must be signed and returned by email to leeann@cartersvilleflooring.com or fax to (770) 606-0604 prior to scheduling installation date along with the 50% deposit. If the above requirements are not met, the Technician will not be able to start the installation and will have to reschedule for the next available date.

By signing below, the resident acknowledges and agrees with the above requirements. The resident agrees that Cartersville Flooring Center will not be held liable for broken, damaged or missing items resulting from non-compliance.

Property Name	Property Agent Signature	Date
Resident Name	Resident Signature	Contact Number