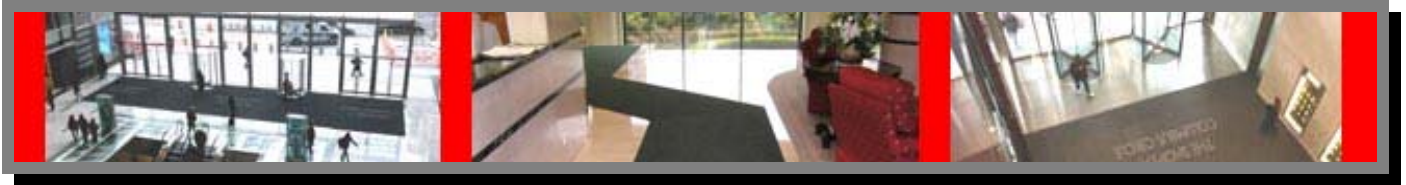


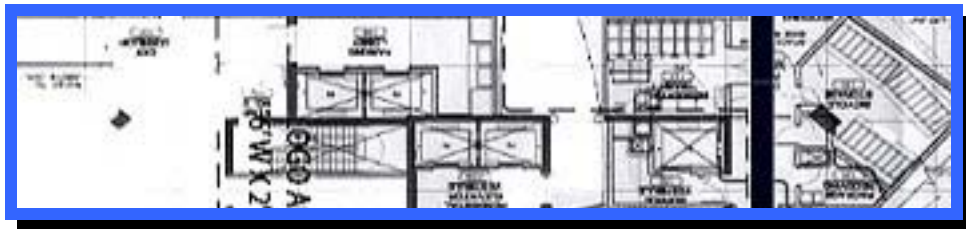
Proform

Getting Started...it's as easy as 1-2-3...



Step 1....take lots of digital pictures.

Photos from entrance to destination & destination to entrance, from left side & right side. Angles, places of entry, exit, walking areas, door swings, traffic flows, security desk, elevator locations...the more the better!



Step 2....find an architectural plan of the area to be covered and connecting areas where practical.

Typically lobby, vestibule and or entrance. If no professionally executed plan is available, simply measure and draw the area...we know you are probably not a draftsman or artist...but do the best you can.

We are only using this information as a 'project starter'. A Proform professional will re-measure when it comes time to place an order.



Step 3....fill out a **Proform Quick Survey Checklist** (next page) and mail / email it back to us with the plan & photos.

We'll typically be back to you within 24 hours.

Proform™

email: deanlloyd02@fusemail.net or Fax: 1-888-675-2696

Site Survey Checklist

Facility _____ Project Mngr _____ Street Address _____ City, ST, Zip _____ Phone _____ Fax _____ Email _____ Cell _____	Distributor _____ Rep _____ DSR _____ Survey Date _____ Street Address _____ City / State/ Zip _____ DSR phone _____ DSR email _____
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Project Notes

☑ Done	Action	Description	Notes	☑ Done	Action	Description	Notes
<input type="checkbox"/>	Floor Plans	Architectural floor plans or hand drawing of space, mats, & a few key dimensions		<input type="checkbox"/>	Mats to be left in place	Note if mats are to be loose layed or glued down	
<input type="checkbox"/>	Photographs	Photos from entrance to destination, destination to entrance, from left & right side		<input type="checkbox"/>	Mats to be picked up & stored	Note if mats are to be used only in inclement weather & are stored when not in use	
<input type="checkbox"/>	Check door clearance	Make sure door swings over mat through entire arc of door		<input type="checkbox"/>	Material and color	(see spec sheets)	
<input type="checkbox"/>	Floor conditions	Carpet or hard floor?		<input type="checkbox"/>	Logo	Note sizes, landscape or portrait, # colors, is mat to be rolled up & stored or in place?	
<input type="checkbox"/>	Edging options	Pick edging: hd safety edge, edgeless, bevel cut, or heat bevel		<input type="checkbox"/>	Include storage cores? Yes / No	Matting is rolled on storage cores to keep mats from crushing (carpet side out)	

Installation Details

☑ Done	Action	Description	Notes	☑ Done	Action	Description	Notes
<input type="checkbox"/>	Union or Non-Union	Is a union installer a requirement for installation? (more costly)		<input type="checkbox"/>	Insurance	Do you require to be named on insurance certificate to allow work?	
<input type="checkbox"/>	Glue-Down or Loose Lay	temperature must be above 50 for exterior glue downs		<input type="checkbox"/>	Clear work area	Can work area be closed to traffic?	
<input type="checkbox"/>	Accessibility	Distance & accessibility of main entrance to truck access		<input type="checkbox"/>	Person who will be on site for installation	An informed manager must be present to supervise installation	
<input type="checkbox"/>	Description of rip up	Describe the material to be ripped up, sq/ft, depth, & how well it has been adhered to the floor		<input type="checkbox"/>	Supervisor Cell	if different from above	
<input type="checkbox"/>	Disposal	NOTE: Proform intallers will dispose of waste on customers site		<input type="checkbox"/>	Supervisor Email	if different from above	

We will need **SIGNED COPIES** of: (1) the estimate, (2) the final approved floor plan, (3) the final logo proofs, (4) a purchase order with pricing.

NOTES: