

**PLEASE COMPLETE AND RETURN THIS SHEET WHEN YOU ARE READY FOR DELIVERY**

Name:		Garage Order Ref No: <small>(This can be found on the top left side of your letter)</small>
Delivery Address:		Post Code
Daytime Telephone No:	Mobile / Evening Telephone No:	

**Any Extras or Special Instructions, Please State Below:**

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**PLEASE TICK THE APPROPRIATE BOXES BELOW:**

	Yes	No
My concrete base has been laid and is flat and level and I am ready for delivery – Date Laid: _____		
The HGV wagon is able to park on the road along side my driveway.		
The wagon is unable to park along side my drive but must be delivered on a smaller vehicle (Please give instructions below)		
The panels can be off loaded from the HGV wagon, and then transported along my drive directly onto the base by forklift truck.		
I have read and understood the 'Fork Truck Handling' Information.		
All necessary plans have been approved		
Final balance paid.		

**CUSTOMER'S SIGNATURE:** ..... **DATE:** .....

PLEASE NOTE THE FOLLOWING BOXES ARE FOR OFFICE USE ONLY.

PLEASE READ NOTES OVERLEAF & SIGN AT THE BOTTOM

Week Commencing	Sold By	Payment Received/Amount	Delivery Date Confirmed



## LIDGETCOMPTON – BASE COMPLETION SHEET

IMPORTANT – Please read carefully before returning this card to LidgetCompton, signed. We cannot arrange delivery until we receive this signed base sheet.

### INFORMATION:

1. When LidgetCompton receives the base sheet signed, we will take this as confirmation that your base has been laid and that we are able to arrange a delivery / erection date. On your original order you will have been given a week commencing date, which means that your building could be delivered any day from Monday to Friday. Where possible we will try to give a firm delivery date but cannot be help responsible for any loss or damage of any kind due to unforeseen delays. Although we endeavour to honour our delivery date, we would strongly advise not to arrange personal delivery of any items to be stored in the building, or arrange 'follow on trades' until your garage is completed.
2. On delivery of your garage we must have clear and suitable access for an 18.5 ton lorry to be able to park along side your drive. If this is not possible we can arrange a smaller form of transport, an extra charge may be incurred depending on the length and width of the access available.
3. The deliverymen use a Forklift to carry the panels up the driveway and access must be at least 8ft wide with no steps involved. Alternative arrangements could possibly be made providing LidgetCompton has clear instructions prior to delivery. If in any doubt please telephone the office where we can give advice regarding any queries you may have. The concrete garage panels weigh 2cwt each and cannot be carried.
4. The garage base should be **FLAT, LEVEL AND SQUARE**, and at least 6" longer and 6" wider than the external size of the building to be supplied.
5. If the base is larger than the garage and you require the building in a certain position, please mark with paint on the base where you require the TWO BACK corners of the building to sit, or on a separate piece of paper, enclose clear written instructions showing the required position plus any measurements which are necessary to cover these instructions, or our fitters will erect the building in a position which they consider most suitable.
6. If we are unable to deliver &/or erect the building due to the base &/or access not meeting our requirements, there will be a re-visit charge of 10% of the total contract sum if the building is left on site or 15% if the building is brought back to the yard. This would be payable prior to the re-scheduling of the return journey, or you must erect the building yourself.
7. Unless ordered it is the customer's responsibility after the building has been erected to seal the building at base level (internally) with a sand & cement fillet, and to fit guttering if you have not already ordered it with the building. LidgetCompton cannot be held responsible for water coming in under the garage panels or the door.
8. All necessary plans should be approved prior to erection. Where planning permission is not granted and you are unable to have your building erected, your deposit will be refunded – providing cancellation is at least one week prior to delivery and you can send proof of your planning refusal letter.
9. Final Balance must be paid one week prior to delivery. Cheque payments are not normally acknowledged, as a Bank Statement is proof of purchase. However if you require a receipt please contact our office and a receipt will be posted to you. Cheques should be made payable to LIDGETCOMPTON. We also accept payment by all Debit & Credit Cards (Excluding American Express). A Sales Invoice/Receipt will automatically be sent out in the post for payments made this way.
10. I have read and understood the Fork Truck Handling Information and Advice on Sand/Cement fillet.

I HAVE READ THE INFORMATION ABOVE AND ACCEPT THE STATED CONDITIONS.

CUSTOMER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\* Please ensure that both sides of this document are signed.

LIDGETCOMPTON, ALBION DRIVE, LIDGET LANE INDUSTRIAL ESTATE, THURNSCOE, S63 0BA.

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