

Base Completion Form

PLEASE COMPLETE AND RETURN THIS FORM WHEN YOU ARE READY FOR DELIVERY

Name:	Order No. Can be found on the top left side of your letter
Delivery Address:	Daytime Telephone No.
Post Code:	Mobile/ Evening Telephone No.
Extras or special instructions:	



PLEASE TICK THE APPROPRIATE BOXES BELOW

	YES	NO
The HGV wagon is able to park on the road alongside my driveway		
The wagon is unable to park alongside my drive so must be delivered on a smaller vehicle (Please give parking instructions below)		
The panels can be off loaded from the HGV and transported along my drive directly onto the base by forklift truck		
I have read and understood the 'Fork Truck and Handling Information' page		
All necessary plans have been approved		
Final balance has been paid (balance is due 14 days before delivery)		
My concrete base has been laid, is flat, level & I am ready for delivery - Date Laid: / /		

I hereby confirm I am happy for my building to be erected on the concrete base;

CUSTOMERS SIGNATURE: DATE:

Please return to Lidget Compton Ltd, Albion Drive, Thurnscoe, Rotherham S63 0BA

OFFICE USE ONLY

Week Commencing	Sold By	Payment Received/Amount	Delivery Date Confirmed

Base Completion Form

Important: Please read all the information before returning this form.

We **cannot** arrange delivery until we receive this signed base sheet.

1. When Lidget Compton receives the signed base completion form, we will take this as confirmation that your base has been laid, that you are happy for your building to be erected on the base 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 held 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 delivery men 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 Lidget Compton 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 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. Lidget Compton 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 two weeks prior to delivery. Cheque payments are not normally acknowledged, as a Bank Statement is proof of purchase. If you do require a receipt please contact our office and a receipt will be posted to you. Cheques should be made payable to LIDGET COMPTON. 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 _____