



On \_\_\_\_\_ Redi Carpet has been scheduled to replace the flooring at your property. We prefer you or your agent be present at the time of installation. If you are unable or unwilling to be present for any reason, you agree that your responsibilities as outlined below remain the same. To help Redi Carpet with an efficient and professional installation, we ask for your cooperation in completing the following required steps prior to the arrival of the installation crew:

1. All items that can be moved to areas not receiving flooring will help ensure a smooth installation.
2. All knick-knacks and all other breakable items must be removed from tables, furniture, desks, etc. to an area of the space where flooring is not going to be installed.
3. Books and other items must be removed from any bookshelves that will need to be moved.
4. You must disconnect and remove all electronic equipment such as stereos, TV's, computers, and copiers in the area where the flooring is to be installed. The installer will not disconnect, re-connect, or move any electronic equipment.
5. All aquariums must be moved by the occupant to an area not requiring floor covering. Installers will not move aquariums.
6. All personal items and other valuables must be secured or removed from the workspace prior to installers' arrival. Redi Carpet is not responsible for unsubstantiated claims of missing items.
7. While care is taken in moving items, small nicks, dents, and scratches may occur. Redi Carpet cannot take responsibility for repairs when reasonable care has been used.
8. Paintings, clocks, and other wall items need to be removed from the workspace and placed in a secure area.
9. Replacing carpet and hard surface flooring is a construction activity and may create dust and debris. Cover all furniture and other items that will not be removed from the space during the installation. Turn off HVAC to keep dust and residue from transferring to other areas of your space. Clean all horizontal surfaces the same day the installation is completed.

This form must be signed and returned by email prior to installation. If the above requirements are not met, the installer will not be able to start the installation and a trip charge will be assessed.

**By signing below, the authorized agent acknowledges and agrees with the above requirements. The authorized agent agrees that Redi Carpet will not be held liable for broken, damaged, or missing items resulting from non-compliance.**

\_\_\_\_\_  
Property Name

\_\_\_\_\_  
Property Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Agent

\_\_\_\_\_  
Authorized Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Street Address

\_\_\_\_\_  
Suite #

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Authorized Agent Contact Email

\_\_\_\_\_  
Authorized Agent Contact Number