

Plan Chest delivery pre-delivery access information

Installation Site



Company _____

Address _____

Contact _____

Position _____

Phone number _____

Dealer _____

Installation Date _____

Your Bieffe Plan Chest is usually delivered in a wooden crate to ensure it is in perfect condition when it arrives. Great care should be taken removing the crate so as not to damage the plan chest, which will be in a cardboard carton and protected inside the carton with polystyrene sheets and corners.

Once unpacked place the plinth on the floor and then place the lower 5 drawer section on the plinth so that it overhangs the front of the plinth. For 10 drawer plan chests, place the top 5 drawer top (superiore) section on top so that it locates perfectly to the lower (inferiore) section.

Once the plan chest has been positioned, the bag containing the keys should be removed and the drawers unlocked; if you cannot see the keys then check the packaging carefully.

Unlock the drawers and take out the package containing the handles. Bolt the handles to the drawer fronts. Check drawers and locks work satisfactorily – the drawers may need relocating in their runners if the cabinet has been inverted. We hope you have many years satisfactory use from your Bieffe plan chest.

Vertical plan chests are packed in the same way as a horizontal plan chest. Once unpacked the key will become visible – unlock the cabinet and it is ready for use.

Delivery Options

We want to make an efficient delivery and to help us do this we need the following information. By completing the form and returning it to us we can assess whether any additional costs are likely to be incurred or that our standard delivery service will be sufficient. The delivery options we have are as follows:

1. Standard Delivery. In order to minimise transport costs and to offer the fastest delivery we usually ship on a pallet service at a cost of £40.00 per pallet/section. The delivery lorries are normally equipped with a tail lift and pump truck. The driver will deliver as far as he can safely get and at that point the consignee must accept delivery. A pump truck cannot climb steps or kerbs nor traverse gravel or uneven surfaces. To assist further with delivery our carrier will supply a second person at a cost of £90.00; this person will work with the driver to deliver to location providing access is reasonable and they do not have to unpack the pallet. There is an additional charge for timed deliveries and in view of prevailing traffic congestion we cannot guarantee to meet an exact time nor will we accept charges for late deliveries.
Please note that our wish to provide a convenient delivery service as detailed in the previous paragraph does not replace our formal responsibility for delivery, which ends at the lorry tailboard as mentioned in our terms and conditions.
2. We can quote for delivery into difficult locations, installation and removal of packaging.

You have chosen option

Our quoted price for this delivery is £ _____

Site Information

Are there parking restrictions? Y/N

What are they? _____

Will we need to get meters suspended? Y/N

Distance from parking spot to first entry door _____ metres

Are there steps between parking space and first entry door, Y/N how many steps? _____
Is there a goods / off loading bay? Y/N

Note: Sadly our insurance does not cover our staff to move furniture or furnishings, which have not been supplied by us

Lifts

On what floor are the plan chests to be delivered (If delivery is above ground floor and there is no lift we will need at least three people to lift on the stairs and assurance that there is sufficient room for the plan chests)
Is there a goods or passenger lift?

What is the distance from the entry door to the lift
How many steps are there between the entry door and the lift
What are the dimensions of the lift width between open doors height of door opening
Depth of lift Width of lift Maximum operating weight of lift

4. Site Information

Will the site clear (Y/N)
Will staff be working in the installation area Y/N
Will there be other trades working in the area as us Y/N
Will we be working alongside other furniture suppliers Y/N

What arrangements are there for rubbish disposal?

Is the building single or multiple occupancy?
Approximate number of staff working in the building
Number of floors
Will the installation team have to attend Health and Safety meetings or any other training sessions? Y/N

Is there anything else we need to know in order to make a good delivery/installation

Plan Chest Vital Statistics – note a 10 drawer plan chest consists 2 x 5 drawer sections + plinth. (With crate allow 10% on all dimensions/weights.)
A0 5 drawer section: 965mm deep x 1400mm wide x 450mm high weighing 136Kg
A0 7 drawer section: 965mm deep x 1400mm wide x 565mm high weighing 144Kg
A1 5 drawer section: 795mm deep x 1130mm wide x 450mm high weighing 96Kg
A1 7 drawer section: 795mm deep x 1130mm wide x 565mm high weighing 111Kg