

**SECTION A - SITE SURVEY FORM**

**Establishment Details**

Establishment Name:

Room Name / Number:

Preferred Installation Date:

**Equipment to be installed:**

Whiteboard (Manufacturer & Size):

Projector Model:

Audio System:

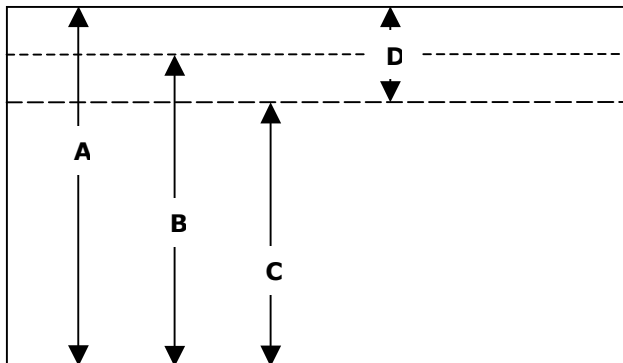
Confirm minimum 2 x wall power sockets supplied:

Confirm 1 x projector power socket supplied:

Type of bracket required:

Any other work to be carried out:

**Room Ceiling Height Details**



Please indicate the following (cms):

- A.** Floor to ceiling: \_\_\_\_\_
- B.** Floor to girder joist: \_\_\_\_\_
- C.** Floor to false ceiling: \_\_\_\_\_
- D.** False ceiling void: \_\_\_\_\_

**Room Details**

Type of ceiling construction:

Possible obstructions:

Type of wall construction:

**Please sign below to confirm the following:**

1. I have read the terms & conditions of installation.
2. I will be present on the day of the installation to sign the sign off form

Name:

Sign:

Contact Number:

Date:

**SECTION B – EQUIPMENT LOCATION**

**Plan view diagram**

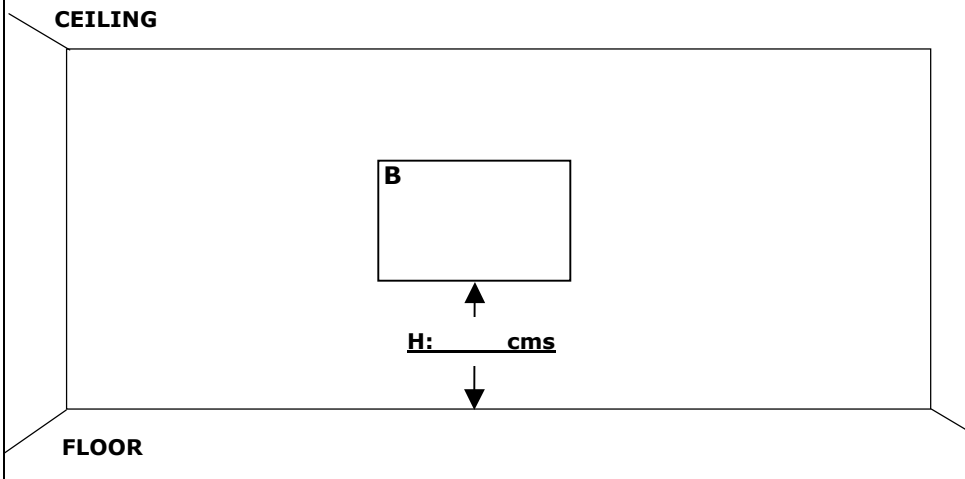
Using the key, sketch a plan of the room and indicate the location of any relevant items below.

**KEY**

- B** Whiteboard
- Pr** Projector
- P** Power (2)
- C** Computer
- E** Entrance Door
- D** Desk
- W** Window
- L** Lights
- N** Net. Point
- H** Board height

**Front view diagram**

Please indicate the required board height & the location of any relevant items below



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**SECTION C – CUSTOMER ACCEPTANCE**

**To be completed on the day of the installation**

I, as a representative of the above establishment, accept the proposed positions of the above equipment. I fully understand that any changes may incur an additional charge.

**Signed:**

**Print:**

**Position:**

**Date:**