

# Polycool Installation Service

Fitting refno.....

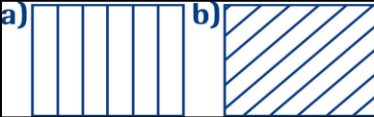
**Please complete this 'easy to follow' checklist if you require our installation service.**

Your fitting quotation will be based on the information supplied below, should you require any technical assistance please call us on '01386830356' or visit [www.polycool.co.uk](http://www.polycool.co.uk)

<b>Name</b> .....	<b>Telephone Number</b> .....
<b>Address</b> .....	
.....	
<b>Town</b> .....	<b>County</b> ..... <b>Postcode</b> .....

<b>Conservatory style:</b> Lean to / Edwardian / Victorian / P-Shape / Victorian (Bungalow) / Edwardian (Bungalow) / Other (Please specify) .....	
<b>Conservatory size:</b>	<b>Dimension X</b> ..... ft/metres <b>Dimension Y</b> ..... ft/metres
<b>Channel width:</b> ..... mm    - <b>Top channel depth</b> ..... mm	

**N.B. To install Polycool inserts into your conservatory, we need access to the end of all roof panels from the lower 'gutter' edge. If you have any areas of your roof where access is restricted because of a valley/box gutter or the conservatory is closely positioned by other buildings, please highlight by sending us a photograph or sketch?**

How old is the conservatory?	years
Is the conservatory a ground level structure?	
Can the roof at Gutter level be accessed with a step ladder?	
Approximate height from floor to gutter level?	metres/feet
Is the height from floor to gutter level the same on all sides?	
Do you have at least 2ft clearance on all sides of the conservatory?	
If the conservatory sides onto a neighbours - Do you have permission for us to gain access from their property to the obstructed side?	
Are there any obstructions affecting access to the outside of the conservatory? e.g Sloping garden, Perimeter / Patio Wall, Pond, Steps up to conservatory etc	
Have the end cappings been sealed on to the panels using an adhesive?	
Do you have a box gutter between your property and the conservatory?	
Do you have any roof vents / openings or solar fans, if so - how many?	qty
Please advise the number of roof panels that are not accessible from the lower 'gutter' edge?	qty
Can all of the channels be accessed from the end of the roof sheet without having to remove the panel?	
Looking up at the roof from inside your conservatory, do all of the channels run vertically to the lower edge of the panel like example (a) or run diagonally into the side of each panel like example (b)? Please indicate the number of each design.	
Please advise the number of panels that are not accessible from the bottom edge of the roof.	qty

We will contact you with a quotation for our installation services based on the information you have provided above. If you have any photographs, supporting drawings or additional comments that would be of help to us please include. Fitting Timescales vary on weather conditions, we recommend you contact our sales office who can advise the leadtime. Payment is required once the installation has been completed, when you will be asked to sign a letter of satisfaction.

**Signed**..... **Dated**.....