



GET READY OUR INSTALLERS ARE COMING:

Your unit has been designated for new carpet installation. Your cooperation is essential in order to expedite the installation time and to reduce any inconvenience to you. It is our desire that this installation go smoothly. It is very important that you follow the following simple instructions.

For your security and that of our installation crews it is imperative that you plan to have someone home while the carpet is being replaced. If you cannot be at home please check with the management office to make special arrangements. **If there is no one home when our men arrive, the job will not be completed.**

Do not schedule your carpet replacement immediately after repainting your home. Leave at least a couple of days for the paint to dry and harden.

If you have existing quarter round molding in your home and you wish us to remove it before installing the carpet please notify us in advance

Ensure that the home has electric power available on or before the install date.

OUR INSTALLER WILL ONLY MOVE YOUR BASIC FURNITURE ITEMS:

Items such as bookshelves, glass top tables, china cabinets, etc. must be cleared before the installers arrive. Please move all plants, lamps, books, small furniture, crystal, china and, knick-knacks.

If your closets are to be carpeted, make sure the floor area is clear and the clothes are far enough off the floor so that they will not be damaged.

All computers, stereos, and electronics, including TV's must be unhooked and placed in an uncarpeted area. Aquariums and any weight equipment need to be moved by you.

You will need to drain your waterbed and disassemble it prior to arrival of the installers. Bunk beds also need to be disabled before we arrive.

All linens should be removed from beds. Do not pile these on top of the beds.

Low hanging pictures that may be bumped while working should be moved. You should also move anything that has not been properly hung and if jarred may fall.

No installation can be done with animals loose in the unit.

Large furniture, such as pianos and pool tables must be contracted separately with us or arrangements made with others to move these items prior to carpet installation.

ALL THE ITEMS YOU MOVE SHOULD BE STORED ON COUNTERTOP, IN BATHUBS, IN THE KITCHEN OR OTHER AREAS THAT DO NOT GET CARPET. DO NOT STORE ON TOP OF BEDS, SOFAS, OR ANYTHING THAT WE WILL BE MOVING. THEY MAY BE DAMAGED.

Mike's Carpet cannot be responsible for any valuables left in the apartment. Please remove all items such as cash, jewelry, etc.

If you prepare early for your carpet installation, the installers will be able to install your new carpet quickly and efficiently. Thank you for your effort and cooperation.

PLEASE GIVE AT LEAST 24-HOUR NOTICE IF FOR ANY REASON YOU NEED TO CANCEL THE INSTALATION

SHOULD YOU HAVE ANY QUESTIONS PLEASE CONTACT US AT 703-802-3485 YOU MUST BE AT HOME

I understand and will comply with the above requirements before the scheduled installation date.

X_____

Date: _____

**Mikes Flooring Companies 4425 Brookfield Corporate Dr. Chantilly,
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