

Please return!

E-Mail: orderline@conen-group.com

Telephone: +49 6533 75-903

Client no: _____

Order no: _____

Information sheet delivery

We deliver free of charge to the point of use on the ground floor – to other floors on request, subject to an additional charge. In order to ensure a smooth delivery process and to avoid unplanned additional costs, we kindly ask you to fill in and sign this information sheet and return it to the e-mail address: orderline@conen-group.com within **10 days**.

If the completed and signed information sheet is not received, the order will not be processed further. Should the access road to the building, the entrance to the building or the premises be found, upon delivery, to be in a condition that makes transport and installation difficult or impossible, we will invoice you for all resulting costs. We reserve the right, where necessary, to store the goods on site at the customer's expense.

Your order from: _____

Granted by (contact person):

Delivery proposal in week number: _____

Contact person on site:

Name: _____

Telephon: _____

Mobile: _____

E-Mail: _____

Deliveries will be made between 7:30 a.m. - 5:00 p.m. by truck up to a maximum of 18 tons. Student desks, chairs, stools, contract chairs and upholstered furniture by semitrailer/forwarding vehicle up to 40 tons.

Transport routes/accesses

1. Which access road is to be used to get to the site?

2. Is there direct parking in front of the building?

☐

No

☐

Yes - Where exactly? _____

3. To which floor should the good be delivered? ☐ Basement ☐ Ground floor ☐ 1st floor ☐ 2nd floor

Information: Basement 1st floor/ 2nd floor – Proportionate freight charges.
See delivery conditions.

4. Is there an elevator available?

☐

No

☐

Yes - Size, W/H/D: _____

5. What is the wall condition? Panel mounting, rail system? (e.g. solid, lightweight wall)

Room height in cm: _____

Date

Name in block capitals

Signature

A company of CONEN GROUP

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Internet www.conen-produkte.de

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Kreissparkasse Diepholz
IBAN DE28 2915 1700 1013 1691 70
BIC BRLADE21SYK

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