



# Estate Agent Supplies

Estate Agent Supplies

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## Fitting Yourself?

1. We fully understand that some customers want a simple purchase i.e. to fit them selves
2. If fitting the displays yourself then, basically click-and-buy from our website
3. Full instructions will be supplied with each unique order!

## Looking for a 'Full Fitting' Service?

1. We also fully understand that some customers want a 'Full Fitting Service'
2. Here are a few questions, with some 'guidance' answers.....

We are delighted you have chosen "Estate Agent Supplies" for your new displays. To ensure that the installation runs smoothly, YOU MUST complete this form

Date of installation =

Installation Address =

Installation Details =

Products - Web Ref

Products - Details =


## Before the fitter arrives:

1. Remove all existing displays, we are fitting to a bare canvas, hence all obstructions are to be removed
2. Remove any window vinyl's or any window stickers, posters, obstructions etc
3. Please ensure the site is clear and ready for the installation, as time has not been allocated by the fitters
4. Any lighting or electrical equipment requires a 13amp power socket within 2 metres of each display
5. You have ordered 4x displays, hence 4x sockets or at least 2x sockets are a must
6. Bullet points 1 to 5 are vital - failure to comply can result in additional charges

**Question 1** Will the electrical sockets be ready on the day of installation?

YES / NO

*If they are above the ceiling they and the transformers will be hidden*

*If they are at floor level they will be seen*

**Question 2** Can you provide a parking space for a Transit van to park?

YES / NO

**Question 3** If no, can you suggest the best place to park a Transit van 2m high

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**Question 4** Confirm to whom the installer reports to on arrival

Name:

Position:

Telephone:

Mobile:


**Question 5** Will they know where each new display is to be located?

YES / NO



**Question 6** Sorry but, this covers every possible aspect of the fitting

<b>1 Main Ceiling Construction</b>			
1.1	MDF / Wood?	YES	NO
1.2	Concrete?	YES	NO
1.3	Plasterboard?	YES	NO
1.4	Metal / RSJ / Frames?	YES	NO
1.5	Lathe & Plaster?	YES	NO

<b>2 Secondary Ceiling</b>			
2.1	Batons for false plaster / lathe etc?	YES	NO
2.2	Removable False Tiles?	YES	NO
2.3	Obstructions within Ceiling?	YES	NO
2.4	AWKWARD Ladder Access?	YES	NO
2.5	Are Tiles Adjacent to display removable?	YES	NO

<b>3 Floor Types</b>			
3.1	Concrete?	YES	NO
3.2	Marble / Tiles?	YES	NO
3.3	Metal?	YES	NO
3.4	Wood / Floorboards?	YES	NO

<b>4 Wall Types</b>			
4.1	Block Work?	YES	NO
4.2	Brick?	YES	NO
4.3	Concrete?	YES	NO
4.4	Dry Lining?	YES	NO
4.5	Marble / Tiles?	YES	NO
4.6	Wood?	YES	NO

<b>5 Cable / Rod Length</b>			
5.1	What is the height from ceiling to floor?		meters

<b>6 Installation Times:</b>			
6.1	Open time of site?		
6.2	Closing time of site?		

<b>7 Regulations:</b>			
7.1	Regulations - latest time we can drill?		
7.2	Obstructions - Radiators or lights etc?		

<b>8 Space:</b>			
8.1	Window to Display - 300mm space?	YES	NO

*300mm is recommended between window and window LED Pockets*

<b>9 Transformers:</b>			
6.6	Transformer - To be placed in the ceiling?		
6.7	Transformer - To be placed in the base?		

<b>10 Electric Sockets:</b>			
10.1	Socket - is there a socket within 2 metres?	YES	NO
10.2	Socket - how many sockets do you have?		





**Question 7** Is the site a 'working site' or a new build/construction area/office?  
Specify:

**Question 8** Are there any special issues with regard to 'Health & Safety' on site?  
Specify:

**Please Note:**

1. Estate Agent Supplies fitters - are employed to fit the ordered stock as part of the agreed cost
2. Estate Agent Supplies fitters - are not employed to remove any window obstructions
3. Estate Agent Supplies fitters - are not employed to fit additional sockets
4. Estate Agent Supplies fitters - are not employed to confirm ceiling and floor anchor points are OK
5. Bullet point 4 is your responsibility before the fitter arrives on site
6. Estate Agent Supplies fitters - will require working access and some drilling noise will be un-avoidable

**Vital 1:**

IF for any reason the fitter detects a problem / concern - then, for the fitter to complete his work any additional payment for competition must be agreed with the client & Estate Agent Supplies before any additional work is to be carried out = Tel: 01244 470903 or 07786684159

**Signing off:**

Once you have answered the above 7x questions, we require you to sign them off

Signed:

Printed Name:

Position:

Date:


**Finally:**

Once you have completed this form - either.....

Email (Scan pages 1 + 2 + 3)

[info@estateagentsupplies.co.uk](mailto:info@estateagentsupplies.co.uk)

or

Fax them to us

01244 470906

or

Post them to us

Estate Agent Supplies  
Freshfields, Woodlands Avenue, Chester, CH1 4AT

**Also vital** - we must receive these pages 1 + 2 + 3 at least 48hrs prior to booked installation date

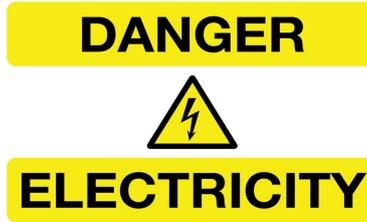
**Vital 2:**

We must receive these pages 1 + 2 + 3 at least 48hrs prior to booked installation date

**Vital 3:**

Installation is on hold **UNTIL** these 3x pages have be completed / signed / returned to us!

## ADDITIONAL INFORMATION



### Information 1:

As you are aware, the cable lighting and light panel displays are all low voltage, what that means is that they are powered through a transformer (similar to a laptop or PC) which converts the 240 volts from the plug to 12 volts at the light. This is a very safe form of lighting and very economical

### Information 2:

As we have no previous knowledge of your electrical circuits within your shop or office, we have no way of knowing if the displays we are about to install will overload your fuses or circuit breakers

### Information 3:

In most installations, everything is fine and we are merely substituting one form of lighting (existing) for another, However; in perhaps 1 in 10 installations we find that the circuit breaker in place is too sensitive for our requirements.

### Information 4:

As our displays use transformers and in some instances we may have several in each window, we sometimes find that the initial switching-on creates a small surge which lasts milli-seconds, but, will trip out!

The solution is to ask our installer to change the trip to a 'Type C' this simply allow the initial surge to pass and normal operation to begin!

### Information 5:

The initial rush for our transformers is:  
60 DC = 80 amps  
90 DC = 100 amps  
120 DC = 120 amps

### Information 6:

Prior to the installation we need you to identify where you would like us to connect into.  
Sometimes it may be a socket below or to one side of the window  
Other times it is better to make all connections above the suspended ceiling (if you have one)

### Information 7:

Sometimes clients create a box below the window to hide all the transformers and electric connections  
IF this is your plan, when you create this box under the window....  
Access is vital for future changes or checks is important, hence think of a hinged door etc  
Also, think of air circulation, as no air circulation can result in the transformer heating up!

### Information 8: (Clock Timers)

Sometimes clients want to add a 'Clock Timer' to their sockets so, the displays automatically turn on and off  
Be very careful here....

#### Basic Clock Timers:

These are designed really for house lighting, where minimum surge protection is required  
Yes - these can be purchased very cheaply but, are they safe to protect your investment?

#### Recommended Clock Timers:

To avoid concerns on budget clock timers we recommend....

Website ref: **TIMER**

Time clocks don't like the surge created when multiple power supplies are turned on and off

Time clocks avoid the surge of current that can burn out the contacts. Light Panels or Light Pockets

Yes - they are more expensive however; they are worth the investment + give you total peace of mind (fact)