



# Estate Agent Supplies

Estate Agent Supplies

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01244 470903

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Website:

[www.estateagentsupplies.co.uk](http://www.estateagentsupplies.co.uk)

## 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. If you are asking for more than 1x drop of LED's - seriously consider using a 4-gang Surge Protector
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

**Tip 1** - Window Displays - Ideally position the socket's) in the ceiling area

**Tip 2** - Wall Displays - Ideally position the socket's) behind the actual display

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

YES / NO

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

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**Question 3** Confirm to whom the installer reports to on arrival

Name:

Position:

Telephone:

Mobile:


**Question 4** Will they know where each new display is to be located?

YES / NO



## Fitting within your "Windows"

Complete and send pages = 1 + 2 + 3



### Read Me =

1. Before the installer arrives - If not fitted already - fit a wooden beam onto the ceiling area
2. This is vital as all the weight, is secured to the wooden beam
3. This is vital, as we cannot secure to a 'Metal Beam' or 'Plaster Board'
4. Once wooden beam is secured, best to paint it the same colour as your ceiling!

### Power =

1. Now electric socket's) ensure they are fitted - ideally in the ceiling area
2. Adding them to the ceiling area is always best - as it avoids unsightly loose cables on the floor

### Actions:

Action 1 = **Window Fitting** - Complete Pages 1 + 2 + 3

Action 1 = **Wall Fitting** - Complete Pages 1 + 4 + 5

<b>1</b>	<b>Main Ceiling Construction</b>		
1.1	Wooden Beam fitted?	YES	NO
	<i>If not - additional charges will apply</i>		
<b>2</b>	<b>Space:</b>		
2.1	Window to LED Display - 300mm space?	YES	NO
2.2	<i>300mm is recommended between window and LED Pockets</i>		
2.3	<i>Hence - when adding your wooden beam - bare this in mind</i>		
<b>3</b>	<b>Floor Types</b>		
3.1	Concrete?	YES	NO
3.2	Marble / Tiles?	YES	NO
3.3	Wood / Floorboards?	YES	NO
<b>4</b>	<b>Cable / Rod Length</b>		
4.1	What is the height from ceiling to floor?		mm's
<b>5</b>	<b>Electric Sockets:</b>		
5.1	Socket - is there a socket within 2 metres?	YES	NO
5.2	Socket - how many sockets do you have?		
<b>6</b>	<b>Surge Protectors</b>		
6.1	We highly recommend using a Surge Protector		
6.2	Do you have one onsite?	YES	NO
6.3	<i>If you don't - call us 01244 470903</i>		
<b>7</b>	<b>Installation Times:</b>		
7.1	Open time of site?		
7.2	Closing time of site?		
<b>8</b>	<b>Regulations:</b>		
8.1	Regulations - latest time we can drill?		
8.2	Obstructions - Radiators or lights etc?		
<b>9</b>	<b>Transformers:</b>		
9.1	Transformer - To be placed in the ceiling?		
9.2	Transformer - To be placed in the base?		



### Signing off:

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

### Actions:

Action 1 = **Window Fitting** - Complete Page 1 + 2 + 3



## Fitting within your "Windows"

Complete and send pages = 1 + 2 + 3



**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 fit wooden ceiling beams
5. Bullet points 2,3,4 are your responsibility before the fitter arrives on site

**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

Signed:

Printed Name:

Position:

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** pages 1 + 2 + 3 have been completed / signed / returned to us!

**Finally:**

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

Email (Scan pages 2 + 3)	<a href="mailto:info@estateagentsupplies.co.uk">info@estateagentsupplies.co.uk</a>
or	
Fax them to us	01244 470906
or	
Post them to us	Estate Agent Supplies Freshfields, Woodlands Avenue, Chester, CH1 4AT



## Fitting upon your "Wall"

Complete and send pages = 1 + 4 + 5



### Read Me =

1. Before the installer arrives - decide exactly where the wall displays need to be fitted
2. This is completed by adding a faint pencil line around the selected area
3. Remember all the weight is connected to the wall - anchor points are vital!
4. Remember, power transformers are to be fitted, to power up the LED's

### Power =

Now electric socket's ensure they are added before the fitter arrives!

**Tip 1** = Adding a power socket behind the LED panel is best

**Tip 2** = Adding a power supply behind a false wall, is also a good idea

**Tip 3** = Hiding the power supply, avoid ugly trailing cable!

### Actions:

Action 1 = **Wall Fitting** - Complete Pages 1 + 4 + 5

Action 2 = Once completed, scan and send to [info@estateagentsupplies.co.uk](mailto:info@estateagentsupplies.co.uk)



1	Wall Types		
1.1	Block Work?	YES	NO
1.2	Brick?	YES	NO
1.3	Concrete?	YES	NO
1.4	Dry Lining?	YES	NO
1.5	Marble / Tiles?	YES	NO
1.6	Wood?	YES	NO

2	Electric Sockets:		
2.1	Sockets - Are they fitted (see above tips)	YES	NO

3	Surge Protectors		
3.1	We highly recommend using a Surge Protector		
3.2	Do you have one onsite?	YES	NO
3.3	<i>If you don't - call us 01244 470903</i>		



4	Installation Times:		
4.1	Open time of site?		
4.2	Closing time of site?		

5	Regulations:		
5.1	Regulations - latest time we can drill?		
5.2	Obstructions - Radiators or lights etc?		



6	Transformers:		
6.1	To be placed behind the LED's?	YES	NO
6.2	To be placed behind a false wall?	YES	NO

### Signing off:

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

### Actions:

Action 1 = **Wall Fitting** - Complete Page 1 + 4 + 5





## Fitting within your "Windows"

Complete and send pages = 1 + 4 + 5



### Please Note:

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Signed:

Printed Name:

Position:

Date:


### Vital 2:

We must receive these pages 1 + 4 + 5 = at least 48hrs prior to booked installation date

### Vital 3:

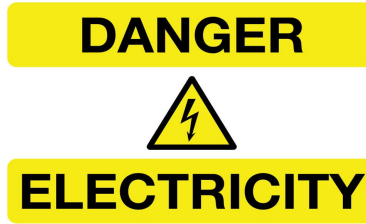
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or	
Fax them to us	01244 470906
or	
Post them to us	Estate Agent Supplies Freshfields, Woodlands Avenue, Chester, CH1 4AT

## 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!

OR - Fitting a surge protector before any transformer is fitted

If a surge protector is wanted - we recommend =

Website ref: **TIMER**

### 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 over-heating!

### 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**