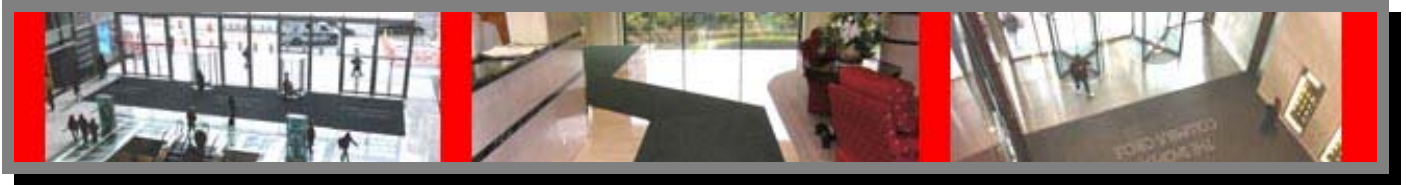
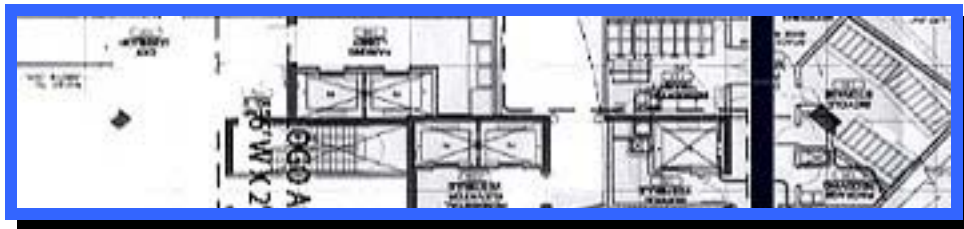


Getting Started...it's as easy as 1-2-3...



Step 1....take lots of digital pictures.

Photos from entrance to destination & destination to entrance, from left side & right side. Angles, places of entry, exit, walking areas, door swings, traffic flows, security desk, elevator locations...the more the better!



Step 2....find an architectural plan of the area to be covered and connecting areas where practical.

Typically lobby, vestibule and or entrance. If no professionally executed plan is available, simply measure and draw the area...we know you are probably not a draftsman or artist...but do the best you can.

We are only using this information as a 'project starter'. A Proform professional will re-measure when it comes time to place an order.



Step 3....fill out a **Proform Quick Survey Checklist** (next page) and mail / email it back to us with the plan & photos.

We'll typically be back to you within 24 hours.

Proform Quick Survey Checklist...

Proform Quick Survey			
888-331-3100 - Fax: 516-576-3852 - Email: sales@proformmat.com - www.proformmat.com			
SITE SURVEY CHECK LIST		DATE: ___/___/___	
Facility [Name]	_____	_____	_____
Project Manager	_____	_____	_____
[Street Address]	_____	_____	_____
[City, ST, Zip]	_____	PROFORM	_____
[Phone]	_____	Survey Specialist	_____
[Fax]	_____	Notes	_____
[Email]	_____	_____	_____
GENERAL NOTES			
Completed	Action	Description	Notes
	Floor plans	Architectural floor plans or hand drawing of space, mats, & a few key dimensions	
	Photographs	Photos from entrance to destination & destination to entrance, from left side & right side	
	Check door clearance	Make sure door swings over mat through entire arc of door	
	Floor conditions	Carpet or hard floor	
	Edging options	Vinyl border, safety edge, uniflow, bevel cut, heat bevel	
	Mats to be left in place	Can either be loose layed or glued down	
	Mats to be picked up and stored	Mats are to be used only in inclement weather & are stored when not in use	
	Material & color		
	Logo	Note sizes, landscape or portrait, # of colors, is mat to be rolled up & stored or left in place?	
	Include storage cores? Yes / No	Matting is rolled on storage cores to keep mats from crushing (carpet side out)	
INSTALLATION DETAILS			
	Day or Night	Installation Preference: Note preferred time, day, weekend or weekday	
	Union or Non-Union Required?		
	Glue-Down or Loose Lay	Temporary or permanent installation (carpet tiles can be applied with releasable glue for replacement)	
	Accessibility	Distance & accessibility of main entrance to truck access	
	Description of rip up	Describe the material to be ripped up, sq/ft, depth, & how well it has been adhered to the floor	
	Disposal	On-site site or off-site	
	Insurance	Do you require to be named on insurance certificate to allow work?	
	Clear work area	Can work area be closed to traffic?	
	Supervisor Name (An informed manager must be present to supervise installation)		
	Supervisor Cell		
	Supervisor Email		