

MEASURE THE DELIVERY FORM - NOT ONLY THE ASSEMBLED CHAIR

For a Forrest project, record the largest carton or delivery module, gross weight, approved removable parts, minimum doorway width, upright size, reclined size, and wall clearance. Measure the complete route from unloading point to final position.

1 PROJECT DETAILS

BUYER / COMPANY	SITE / PROJECT NAME
CITY / COUNTRY	CONTACT / DATE
TARGET MODEL(S) / QUANTITY	FINAL ROOM USE

2 PRODUCT & PACKING DATA

Use the current quotation, drawing, and packing list

Specification	Order value	Site / action notes
Delivery form	Boxed / assembled / modules	
Largest delivery module	L x W x H: mm	
Chair size	Upright: mm	Reclined: mm
Minimum doorway	Clear width: mm	Door height: mm
Weight	Net: kg	Gross by carton: kg
Cartons	Count: Size(s):	CBM / stack orientation:
Placement	Wall clearance: mm	Side / front service access:
Power	Voltage / Hz / plug:	Cord length / outlet requirement:
Removable parts	Arms / hood / footrest / other:	Approved removal method attached? Yes / No

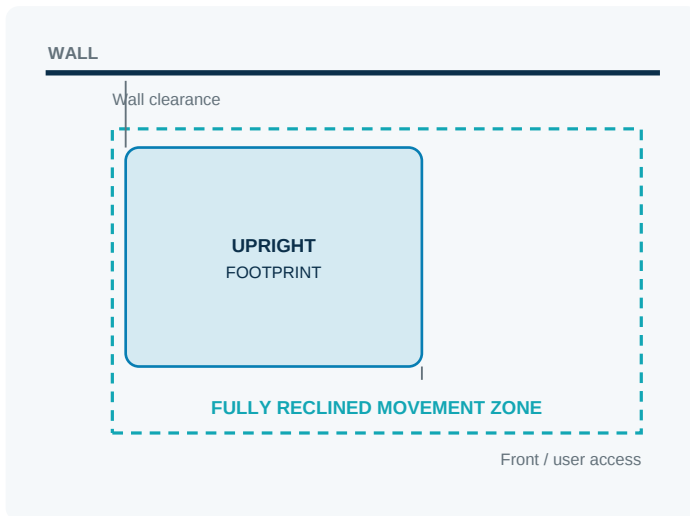
3 DELIVERY ROUTE MEASUREMENTS

Record the narrowest usable opening

Checkpoint	Clear W mm	Clear H mm	Depth / load	Turn, threshold, or obstacle notes	Pass / action
Truck / unloading point					
Building entrance					
Narrowest interior door					
Narrowest corridor					
Tightest turn / landing					
Elevator door / car					
Stairs / headroom					
Final room door					

4 FINAL POSITION MEASUREMENTS

Placement item	Site value
Upright zone	L: W: H: mm
Reclined zone	L: W: H: mm
Wall clearance	Required: Available: mm
Side access	Left: Right: mm
Front / exit path	Available clear space: mm
Outlet / cord	Distance: Cord crosses path? Y / N
Floor / service	Surface: Service access: Y / N



5 DELIVERY READINESS CHECK

Tick after the responsible party checks each item

- | | |
|---|---|
| ☐ Current model drawing and packing list attached | ☐ Power outlet and cord route are ready |
| ☐ Model, color, voltage, plug, and quantity match | ☐ Nearby furniture is outside the recline zone |
| ☐ Entire route measured from truck to room | ☐ Cleaning and future service access are available |
| ☐ Door, corridor, elevator, stairs, and turns pass | ☐ Cartons and labels will be photographed on arrival |
| ☐ Loading dock / freight elevator reserved | ☐ Damage reporting contact and process are known |
| ☐ Floor, walls, doors, and elevator are protected | ☐ Original packaging will be kept through inspection |
| ☐ Delivery crew and handling equipment confirmed | ☐ Full movement and function test is scheduled |

6 COMMERCIAL SITE & RECEIVING NOTES

BUILDING / FACILITY CONTACT

DOCK / LIFT-GATE / FORKLIFT PLAN

MOVER / INSTALLER COMPANY

APPROVED DELIVERY WINDOW

ELEVATOR BOOKING / CAPACITY

BUILDING RESTRICTIONS / SPECIAL ACTIONS

7 PHOTOS & FINAL DECISION

PHOTO RECORD

- ☐ Main entrance
- ☐ Tightest turn
- ☐ Elevator / stairs
- ☐ Final position

SITE DECISION

- | | |
|---|---|
| ☐ Ready for delivery | ☐ Ready after action |
| ☐ Recheck required | ☐ Model / route not suitable |

Measured by / signature

Buyer approval / date