

General terms and conditions of delivery

1. Arrangements for delivery to your home and/or assembly will be made prior to delivery. Costs will be incurred for this. If no arrangements have been made, delivery will be made behind the first door. Delivery behind the first door means that the delivery will be made unassembled and in its packaging behind the first door on the ground floor. The order will then be delivered to the entrance, loading bay or warehouse. Pallet deliveries are always made to the ground floor. Pallets and packaging material will not be taken back when delivered behind the first door.

2. As a supplier to M+Room, Viasit is responsible for the quality and completeness of the modular M+Room components. The assembly of these rooms is carried out by third parties. For quality reasons, we recommend we recommend that M+Room be installed by one of our recommended installation companies. If you would like to install M+Room yourself, we can arrange for a specialist installer to visit you and carefully explain the necessary installation procedures. We will have to charge any additional costs incurred as a result of improper installation of the various elements.

3. Delivery is made on a wooden glass frame, a metal window frame holder and/or a metal trolley. A deposit will be charged for this, which will be shown on the invoice. As soon as the wooden glass frame, metal window frame holder and/or metal trolley have been returned to Viasit undamaged, the deposit will be credited.

4. The normal installation situation requires delivery, installation and assembly on the ground floor with unloading facilities near the entrance. For deliveries to upper floors, our installation service must have access to a lift throughout the entire delivery process. If no lift is available and the products have to be brought into the building via an external lift, we must be notified of this in advance. This will allow us to organise additional equipment to carry out the installation. The additional costs for this equipment will of course be invoiced.

5. If the room is not empty at the time of delivery or if there are other circumstances that delay the move-in, the fitters will first contact Viasit. Depending on the fitters' schedule and the additional work involved, a decision will be made as to whether the delivery and installation should be postponed. In the event of a postponement and/or delay, travel expenses and/or working hours will be invoiced. In the event of delivery and installation, all packaging material will be taken away by the fitter.

6. Please note that the drawings of the M+ Rooms in pCon are for reference only. The M+ Rooms to be installed may have electricity or ventilation in other locations, for example.

7. Clear installation drawings must be submitted together with this form so that the installers know exactly where and how the M+ Rooms are to be installed.

8. In cases of force majeure, Viasit cannot be held responsible for the consequences of the force majeure situation in question.

9. If, for any reason, the planned transport and assembly cannot take place, we must be notified at least five working days in advance. Failure to do so may result in additional costs.

Disclaimer

This installation form is primarily intended to provide as accurate a picture as possible of the costs of installing and assembling M+ Rooms. It is therefore important that this form is completed as fully and accurately as possible. If the situation differs from the information provided on the form, any additional costs will be invoiced.

I have read, understood and agree to the general terms and conditions of delivery.



Order / quote no.

Dealer

.....

.....

Location

Company or place name

Address

.....

.....

Code

Town

.....

.....

The location is a

Commercial property

Office building

Other:

Local contact

Name of contact person

.....

.....

Phone number

Email

.....

.....

Unloading

Where exactly can unloading take place?

Is there a loading/unloading bay?

Front of the building

Yes

No

Rear of the building

Is the unloading location located in an environmental zone?

Side of the building

Yes

No

How far is the unloading point from the entrance?

..... m

Is there paid parking at the unloading location?

Yes (..... / hr.)

No.

Are there any obstacles to unloading, e.g. required permits, barriers?

No

Yes - please explain:



Storage*

What does the entrance to the site look like?

On which floor does assembly need to take place?

Entrance on the ground floor

Basement

Entrance with sand or gravel path

Ground floor

Upper floor

On-site power supply

What type of flooring is laid on site? **

From the floor

Hard flooring

From the wall

Soft flooring

From the ceiling

Computer floor

Are there any uneven areas in the floor?

Are the rooms to be furnished empty and accessible on the move-in date?

Yes

Yes

No

No

* Please provide clear drawings showing the desired position and orientation of the M+ROOM to be installed.

** If the M+ROOM is installed on a hard floor without floor covering, this will affect the acoustic effect. We recommend installing the M+Room on a soft floor covering or laying carpet (tiles).

Lift

Is the lift available all day on the day of the move?

What's the lift's load capacity?

Yes

..... kg

No

How big is the lift door opening?

What are the internal dimensions of the lift?

..... X cm

..... X X cm

Signature

Name

Dealer

.....

.....

Date

Place

.....

.....

Please return this form to workspaces@viasit.com