



Site Measure Preparation Checklist

This Site Measure Checklist is being provided so as to aid our staff in the field measure and templating process of your new products.

Your measure time will be set in a 4 hour block of time and not for an exact time. This allows our staff to take their time on each measure. You should receive a call in the morning before the representative leaves for your job. If you know that your address does not pull up on GPS please provide us detailed directions. If your house is not clearly marked with the address please make sure we have a detailed description and the contact number for the person our representative will be meeting with. Please make sure that you or a decision maker is available during the measure so that any questions can be answered or decisions be made. If there will be any accessories or appliances that will affect the products that we are measuring for please have those items or a copy of the items full specs for our representative. For all Measure types please make sure that the representative will have clear and unimpeded access to the measure site. Please remove anything that would be in the way for an accurate measure. **Initials**_____

Measures for Countertops - Please make sure that **all** cabinets are set and level. This should include any end panels or cabinets that will sit on the countertop even if the end panel or cabinet will need to be removed for installation. If there are existing countertops please make sure that the tops are completely cleaned off and that any changes to the layout are shown to our representative. If you will be adding a custom backsplash please review this with our representative. Please have detailed information of appliances and sinks if they are not currently on site. If we will be attempting to match any existing tops or profiles make sure that we have or are given a sample of such. **Initials**_____

Shower and Tub Panels - Please make sure that **all** plumbing rough-ins are in place and that detailed specs for all trims are available for our representative during the measure. Make sure that all framing and wall boards are in place. If you will be adding any accessories (grab bars, mirrors, etc.) please make sure that our representative is informed of the specs as well as the location of these items. If we will be attempting to match any existing tops or profiles make sure that we have or are given a sample of such. **Initials**_____

Shower and Tub Enclosures - Please make sure that **all** tile or wall panels are set and that the entire area is ready to be measured. This includes the entire curb and wall area that the enclosure will be in contact with. Make sure that your tile or wall panels are installed correctly and allowing for the water to flow towards the drain. A common problem area is the curb area with the top of the curb either being perfectly flat or sloping to the outside of the shower area. In this case you will be notified and your measure will be rescheduled. Make sure any accessories that you are planning to add are available for our representative. **Initials**_____

If any of the above items are not ready or complete when our representative arrives on site, we will reschedule the measure and you can be charged for a second measure fee. Keep in mind that all measurements will be done as if Kitchen Tops will be installing the finished product and may not match what another installer would use for measurements or be an exact fit. Kitchen Tops installers may scribe or trim products to insure a proper fit. Kitchen Tops may also allow spacing when another product is going to be installed over our products. Most of our products will require some sort of on-site modification to ensure a proper and standard fit.

Customer Signature & Date:_____

Customer Name & Job Location:_____

Job Invoice Number:_____