



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 an 8 hour block of time and not for an exact time. This allows our staff to take their time on each measure. Please allow for this in your schedule. You should receive a call before the representative leaves for your job site. If you do not answer and fail to call us back in a timely manner your appointment time will be rescheduled. 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 at your site. 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 installed in their final positions before we arrive onsite. 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. Failure to follow these instructions will result in us not being able to measure and a rescheduling fee will apply.

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 will 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 on site 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 fit and therefore will not just drop in place.

By signing this document you understand and agree to the terms and conditions listed above as well as any costs associated with them.

Customer Signature & Date: _____

Customer Name & Job Location: _____

Job Invoice Number: _____

This Form must be filled out in its entirety and returned to us in order for a measure to be scheduled.