



Customer Checklist

Quote

- Completed RFQ Form
- Hard copy or electronic drawings (for prewired)
- List of requested parts (if pigtailed parts)

Pre-Design (These items should be received accompanying the Purchase Order)

- Project Info Sheet
- Electronic Files in Autocad format
 - Provide electrical engineer's drawings including the floorplan, device layout and circuiting for any typical units, and panel schedules if available.
 - Architectural files if available.
 - Including externally referenced files (cross-references). Feel free to call Senior Design Engineer for an explanation of cross-references.
- Delivery scheduling form (Best guess)
- Confirmed shipping address

Design

- Device confirmation
- Room Numbers
- Typical Unit approvals
 - Must be received by MODEX (5) business days before scheduled production date and (12-14) business days before scheduled delivery to job site.

Job Site

- First installation demonstration site visit
- Provide first installation change list to MODEX design
 - Please include exact locations of any issues including unit type, room number, part number, etc.
- Initial Feedback (before subsequent units shipped)
- Hot test site visit (recommended)

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