

Pre-Install Call Recap - Kia



Dealer:	Add Dealer
Address:	Address here
Target opening:	Click or tap to enter a date.

Install Date:	Select Date
# Install days:	Text
Arrival Time:	8:00am
Crew Size:	Text
Lead Installer:	Name
Renovation ☐	Ground up ☐

Contacts:

Site Contact – Day 1	
Name:	Enter Text
Phone:	Enter Text
Email:	Enter Text

Site contact the same during entire install? Yes ☐ No ☐

If not, complete:

Site Contact – Final Day	
Name:	Enter Text
Phone:	Enter Text
Email:	Enter Text

Readiness:

Task	Completed	Task	Completed
HVAC fully operational?	Yes ☐ No ☐	Other Trades working?	Yes ☐ No ☐
Comments: Text here		Comments: Text Here	
Ceiling installed?	Yes ☐ No ☐	Drywall Complete?	Yes ☐ No ☐
Comments: Text here		Comments: Text Here	
Flooring completed?	Yes ☐ No ☐	Parking lot paved?	Yes ☐ No ☐
Comments: Text here		Comments: Text Here	
Walls painted and all wall coverings hung?	Yes ☐ No ☐	Doors/windows complete and secure?	Yes ☐ No ☐
Comments: Text Here		Comments: Text Here	

Alcove Specifics:

Finished Length:	☐	No can Lights?	☐
Finished Depth (25"):	☐	No Sprinklers?	☐
Finished Height (96.5"):	☐		

Service Writers Backwall: (check One)

Glass	☐
Paint	☐

Desired door for Install: Entrance Info text

Follow up/Next Steps: Next step and who is responsible	Comments: Click or tap here to enter text.
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