



6425 E. Thomas Road
Scottsdale, AZ 85251
Phone: 480.656.4600 Fax: 480.656.4150

Customer: _____ Phone: _____ Measure date: _____

PREPARING YOUR HOME FOR WINDOW / DOOR INSTALLATION

In the near future we will be replacing windows and / or doors in your home.

We understand your belongings are important to you and should receive the utmost care and protection possible.

We ask that you follow the preparation procedure listed below for the protection of your belongings.

- Remove all window treatments from the interior work area.
- Move furniture at least four (4) feet from work area.
- Remove all wall hangings in / near the work area.
- Remove all knick-knacks and breakables from traffic areas.
- Remove all items from the exterior work areas.
- Remove all window treatments from the exterior work area i.e. sun screens, shutters, awnings, etc., if you wish to keep these items. **If not** the installer will remove and dispose of them.
- Arcadia Window & Door, LLC is not responsible for any alarm system to new windows or door products installed (no exceptions)

The installer is not responsible for removing or reinstalling window treatment, furniture or breakables to their original locations.

Thank you for your cooperation through this home improvement project.

Customer Signature

Date

Arcadia Window & Door, LLC/Sales

Date