

# HVAC JOBSITE DELIVERY POLICY

Rooftops | Cranes | Roof-Curbs | Large Equipment



## **This delivery policy applies to both vendor direct and our truck or trailer deliveries.**

- Our quoted free freight allowed price will include 1.5 hours for a rooftop delivery. All other time will be billable at \$50 per half hour.
- Delivery time will start at the later of these 2 events:
  - a. The arrival time of the product on a truck or trailer
  - b. The pre-scheduled delivery time
- The driver will log his start and finish times and if necessary charges will be billed to customer referencing the job name. If we deliver the products the charges will be within 2 days of delivery. If it is a vendor direct shipment, charges may not appear for up to 2 months.
- Scheduled delivery changes are subject to availability and will be billable at \$100 if changed within 12 hours of original delivery time due to the costs of loading and then unloading your order.
- Scheduled delivery changes after our truck has left our facility are billable at \$50 per half hour until the truck returns to our facility. Minimum charge is \$100 due to the costs of loading, transporting and then unloading your order.
- Old rooftop removal is available by request for the following fees:
  - 1st Unit
    - Coil Included = \$150
    - Coil Removed = \$200
  - Each Additional Unit
    - Coil Included = \$50
    - Coil Removed = \$100

*Please Note: We will allow 1 half hour extra for rooftop removal when scheduled.*

## **Helpful Hints to avoid extra delivery charges:**

- On large jobs where the crane will need to move to get all units up you may need to plan and budget extra charges or plan how to avoid them.
- Schedule the equipment delivery later than the crane, the crane needs time to set-up and get in place.
- Make sure all of your Field Service people are aware of the policy and charges.
- Crane or forklift delays will cause delivery delays which will be billable – make sure you are documenting these so you can pass on the charges to the crane company.
- Crane or forklift can unload the new units and place them on the ground in designated areas to be put on the roof later.
- Crane can unload the new units and place on the roof on wood planks to place later.

# HVAC JOBSITE DELIVERY FORM

Rooftops | Cranes | Roof-Curbs | Large Equipment



CONTRACTOR NAME: \_\_\_\_\_

JOB NAME \_\_\_\_\_

DELIVERY NAME OR LOCATION \_\_\_\_\_

SCHEDULED DELIVERY DATE \_\_\_\_\_ SCHEDULED DELIVERY TIME \_\_\_\_\_

ARRIVAL TIME \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_

EXTRA BILLABLE TIME \_\_\_\_\_

NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ROOFTOP REMOVAL REQUESTED? YES | NO

# OF UNITS REMOVED WITH A COIL \_\_\_\_\_

# OF UNITS REMOVED WITHOUT A COIL \_\_\_\_\_

NOTES:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HVAC DISTRIBUTORS DRIVER SIGNATURE: \_\_\_\_\_

CONTRACTOR SIGNATURE: \_\_\_\_\_

CONTRACTOR NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_