



Are you ready to discuss about your windows?  
Get in touch with your local VELFAC distributor.

## Checklist – How to prepare for your windows delivery and installation

Before your windows and doors are delivered, there are a number of things you should consider to make sure it all happens smoothly. Start with defining with the distributor a suitable day/time for your windows and doors to be delivered, and make sure you are on site that day.

### Windows delivery:

- **Where are your windows and doors going to be dropped off?**
  - Find out if you need to free up space in your driveway or garage
  - If so, how much space should it be?
- **Ask about the timeframe from delivery to installation**
  - How long does it take from the time of delivery until they are installed?
  - Do you need to do something to protect the new windows from wind and weather while they are still on the pallet?
  - Ask who is responsible for the windows and doors once they have been unloaded from the van, until it's time to install them

### Windows installation:

- **Do you need to make some arrangements in your garden to make it easier to get the windows to where they need to be installed – for example by pruning a bush, moving the trampoline or your garden furniture?**
  - How can you prepare the room where the windows will be installed?
  - Do you need to cover up furniture? If so, how?
- **Check what it is included in your installation package**
  - Is the opening preparation included in your installation package?
  - If you are removing old windows to have new ones installed, does the package also include other things like, for example, brickwork repairing?
  - Who is going to remove waste and materials used during installation?
  - If one or more of these things are not included – is this something you want your distributor to help you with? And can he do it?
- **Check the quality on the installation**
  - Once your windows and doors have been installed, check they open correctly.
  - Does the job carried out meet your expectations?
  - Make sure you are aware of terms and conditions of your warranty on both the windows and the installation.