



# EDC MOVING SYSTEMS

## Pre-Delivery/Deluxing Checklist

- Carefully unpack **ALL** product and perform a complete visual survey.
- Wipe down entire product with a slightly dampened clean cloth. Clean glass and mirrors.
- If damage is present determine if it is related shipping or manufacture. Advise appropriate individual/department.
- Inspect finish to ensure uniform sheen and consistent color.
- Check all drawers for smooth operation by pulling out drawer several times. It should not be required but paraffin can be applied to wood runners if deemed necessary.
- Open and close all doors to ensure an even and unencumbered closure. Most doors are manufactured with 3-way adjustable hinges. If necessary adjust using a Phillips screwdriver.
- Prior to loading onto truck, identify location and proper application for all parts needed for in-home delivery and set up. (Shelves, pins, etc.)
- All case goods and bookcases are manufactured with adjusters. When placing product in the customer's home, level the product for stability. When placing a bookcase against a wall, place in front of the carpet tack strip and extend adjusters out so the unit tilts slightly backward.
- Leather goods should be dusted with a soft cloth. Keep out of direct sunlight. Scatches may be rubbed out by the heat & oils of your hand, use circular motion.
- Upholstered goods should be checked for rips or tears in fabric. Guide to cleaning comes with each unit.
- All the above inspections have been performed and product is deemed ready for delivery.

**Damage**  
 **yes**       **no**

**Inspected by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Customer Name:** \_\_\_\_\_

**Confirmation #:** \_\_\_\_\_

**Item (s):** \_\_\_\_\_

**Waybill #:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_