

To give you the most accurate quote I need you to complete the following. Keep in mind the more flexibility you have with delivery set up and pick up times will keep the cost of the labor and shipping to a minimum. The tighter the time frames are the more the cost will rise. The price does not include set up or delivery and in order to give you the price I need to know:

Event Date _____ Event Start Time _____ Event End Time _____
Event Venue _____ Event Address _____

When is the earliest day and time we can get in to deliver? Are we able to deliver on Thu/Fri? (A Thu/Fri delivery will be the least expensive option for you.)

Are we just dropping off the equipment or will you require set up?

What time will we need to have the job completely set up by if we are setting up?

What time can we get in to start set up (is it flexible)?

What time do you need us to have this picked up by? (Please note if it doesn't matter and pick up can be Mon/Tue that will be more cost effective for you.)

What time can we come back/get in the venue to pick up? (When will someone be there /when does it open)?

What is the environment of the delivery/set up are there any complications? Be as detailed as possible.

Can we drive right up to the delivery location or will we need to park and walk the equipment a distance if so how far?

Is there a loading dock we can use if going inside if not where do we make the delivery?

Will it go upstairs, is there an elevator we will be able to use? If so what floor is this event on?

What is the parking situation street, garage, free parking lot or is it a paid parking lot?

Please note anything you think will be of help to us in reference to the delivery.

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