BED ASSEMBLY
BOOKING PLANNER

Use this planner to organise your bed delivery and assembly appointment. Fill in the details, confirm the agreed price and keep the access instructions ready to share with your assembler.

1. DELIVERY & PRODUCT DETAILS

Delivery date
Date: _____ Time window: _____

Retailer / supplier
_____

Bed name, model or product link
_____

Order / reference number
_____

Number of packages / any special notes
_____

2. PROPERTY & ACCESS DETAILS

Delivery postcode
Postcode: _____ Floor / flat: _____

Full delivery address
_____

Parking / loading instructions
_____

Entrance, stairs or lift access
_____

Narrow turns, doorways or access restrictions
_____

3. ASSEMBLY BOOKING

Preferred assembly date and time
Date: _____ Preferred time: _____

Assembler / company and contact details
_____

Work agreed
■ Bed frame ■ Headboard ■ Storage mechanism ■ Other: _____

Confirmed price
£ _____ Quote confirmed on: _____

What the price includes / possible extra charges
_____

Payment or deposit terms
_____

4. BEFORE THE APPOINTMENT

■ Product details and package photos shared with assembler

■ Room dimensions and access route checked

- Instructions and fittings kept with the packages
- Assembly area cleared and floor protected
- Appointment date, arrival window and price confirmed in writing

BOOKING TIP Confirm whether the quote includes all parts of the job, such as storage mechanisms, headboard fitting, packaging removal or removal of an old bed. Ask about any additional charges before confirming the appointment.