FURNITURE ASSEMBLY
BOOKING CHECKLIST

Use this checklist before requesting a quote. A few clear details and photos help the assembler understand the job and confirm what is included.

1. ITEM DETAILS

- ■ List each item and quantity (e.g. wardrobe, bed, desk, shelving).
- ■ Include brand, model or product links where available.
- ■ Share photos of the boxes, parts and instruction manuals.
- ■ Mention unusually large, heavy or complex items.

Items / quantities: _____

2. ACCESS & LOCATION

- ■ Provide the full job address and preferred date/time.
- ■ Describe parking, entrance, stairs, lift and carry distance.
- ■ Flag narrow doorways, tight turns or restricted access.
- ■ Send photos of the route and the room where items go.

Floor / lift / access notes: _____

3. QUOTED COSTS

- ■ Confirm the fixed price or how the quote is calculated.
- ■ Check whether VAT, travel, parking or congestion charges apply.
- ■ Ask what may change the price and how extras are approved.
- ■ Confirm payment method, deposit (if any) and cancellation terms.

4. TOOLS & PREPARATION

- ■ Ask whether all required tools and fixings are included.
- ■ Check if special brackets, anchors or extra parts are needed.
- ■ Confirm whether the room should be cleared before arrival.
- ■ Keep product instructions and all fittings together.

5. WALL MOUNTING

- ■ List any shelves, TVs, mirrors or furniture to be secured.
- ■ Confirm wall type where known: brick, concrete, stud or plasterboard.
- ■ Ask whether suitable fixings and brackets are supplied.
- ■ Agree the mounting position and check for hidden cables or pipes.

6. PACKAGING & FINISHING

- ■ Ask whether cardboard, plastic and foam will be removed.
- ■ Confirm whether packaging removal is included or costs extra.
- ■ Check whether the area will be left tidy.
- ■ Agree how completed work will be checked before sign-off.

BEFORE YOU CONFIRM

- ■ Send photos, item links and access details with your enquiry.
- ■ Get the agreed scope, price and arrival window in writing.

QUOTE TIP For a quicker, more accurate quote, send clear photos of the furniture, product links and the access route. Do not assume wall fixings, packaging removal or extra labour are included—confirm them first.

Suggested placement: directly below this section to help readers prepare the details needed for a quote. | TheItalianTasker