**Formost Fuji Preparation Checklist for Machine Installation**

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

**Equipment to be installed:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Call Service at 425-483-9090 to schedule installation.

(Please provide a minimum of 10 business days’ notice for installation date.)

Uncrate Equipment - take care to locate **all parts** in the crate

Have machine spotted in approximate location

Verify proper utilities are available to machine (power, air, transformer…)

Verify consumables for operation (film, bags, printer ribbon…)

Ensure operators and maintenance personnel have enough free time for training

Provide location and times to your operation personnel for training with factory technician

Arrange desired training for interface equipment with optional equipment vendor

Discuss all production requirements with Formost Fuji Service Department

Provide point of contact information of onsite personnel during installation to Formost Fuji

Provide Purchase Order prior to installation for technician travel and living expenses