**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