



CHECK LIST FOR SALES

Review your invoice for correct customer information, parts and finishes.

Chimneys must be cleaned and inspected before your installation or your appointment may be rescheduled. There will be a charge to remove inserts, stoves, ashes and gas logs.

Your fireplace must draft well for gas logs.

If you want to conceal a fan cord, you will need to hire an electrician. We recommend Quality Electric @ 703-642-1880.

Custom panels are available and take 4-12 weeks to fabricate and cannot preclude final payments. Custom work is not returnable.

If you have purchased a remote control, the receiver box will be installed outside the fireplace (as shown in our showroom) to prevent damage to the controls.

The height of your chimney must not exceed the tested maximum for the product you have selected.

An outside contractor will be hired for high chimneys and or difficult roof lines. Additional cost will be accessed based on time and difficulty.

If we must cancel a job due to weather or other reasons, you will be rescheduled in the next available position.

If you are having your gas meter split, Washington Gas may charge your account.

Customers must be available for instructions on the use of their equipment on the day the product is installed and be home for all required inspections. Customers are responsible for reading their manuals and having them on site for the inspections.

Permits are non refundable. Final inspections must be scheduled by the homeowner within six months from the date on the permit.

There will be additional labor charges and restocking fees for change orders in the field. Final payment is due upon completion of the installation. Late fees may be assessed.

Pathways to the fireplace and areas of the gas line installation must be cleared of furniture, storage items or any other obstacles.

CUSTOMER

DATE