



1661 Glenlake Ave  
Itasca, IL 60143  
800-446-2500

Store Name: \_\_\_\_\_  
Store #: \_\_\_\_\_

## INSTALLATION CHECKLIST AND SIGN-OFF

- Shutter Operation- reviewed with store personnel
  
- Slide Lock Operation- reviewed with store personnel
  
- Thumbturn and Cylinder Operation- reviewed with store personnel
  
- Door Closer Operation (if installed by QMI)- reviewed with store personnel
  
- Pull Pole- left with store personnel
  
- Clean Up- all film and tape removed, packaging material removed, shutters wiped clean and area left clean

**QMI Contactor:** Following the completion of the QMI installation, please review the following items with the store manager/ site super and sign below. Please fax the completed form to QMI at 630-980-6364 within 24 hours of completion. This document must be completed and sent to QMI in order to process all installation invoices. Failure to do so will delay and or stop payment .

\_\_\_\_\_  
Store Manager/ Super

\_\_\_\_\_  
QMI Contractor

\_\_\_\_\_  
Date



◆ 1661 Glenlake Avenue ◆ Itasca, IL 60143 ◆ Tel: 630.529.7111 ◆ Fax: 630.980.6364

**Price Breakdown**

Store Name: \_\_\_\_\_  
Store #: \_\_\_\_\_

**This form must be filled out COMPLETELY before a job can be awarded.**

Estimated time on the jobsite: \_\_\_\_\_

Hourly rate - Lead man: \$ \_\_\_\_\_

Hourly rate- Helper 1: \$ \_\_\_\_\_

Hourly rate - Helper 2: \$ \_\_\_\_\_

Travel expense: \$ \_\_\_\_\_

Overhead: \$ \_\_\_\_\_

Tax: \$ \_\_\_\_\_

**TOTAL NOT TO EXCEED:** \$ \_\_\_\_\_

INVOICES EXCEEDING ABOVE AMOUNT WILL BE DENIED WITHOUT WRITTEN AUTHORIZATION BY QMI REPRESENTATIVE PRIOR TO INSTALLATION

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Measurement Sheet**

Store Name: \_\_\_\_\_  
 Store #: \_\_\_\_\_  
 Total Number of Shutters: \_\_\_\_\_  
 Mullion Color: \_\_\_\_\_  
 # of Door Closers: \_\_\_\_\_

Fill out the fields below with the measurements for each shutter. ALL FIELDS MUST BE COMPLETED. Write N/A in any unnecessary fields

Shutter #1	Shutter #2	Shutter #3
Width:	Width:	Width:
Height:	Height:	Height:
Buildout:	Buildout:	Buildout:
Entry Door?: Yes No	Entry Door?: Yes No	Entry Door?: Yes No
Lock Offset:	Lock Offset:	Lock Offset:
Left Rail: Surface Recess Angle	Left Rail: Surface Recess Angle	Left Rail: Surface Recess Angle
Right Rail: Surface Recess Angle	Right Rail: Surface Recess Angle	Right Rail: Surface Recess Angle

Shutter #4	Shutter #5	Shutter #6
Width:	Width:	Width:
Height:	Height:	Height:
Buildout:	Buildout:	Buildout:
Entry Door?: Yes No	Entry Door?: Yes No	Entry Door?: Yes No
Lock Offset:	Lock Offset:	Lock Offset:
Left Rail: Surface Recess Angle	Left Rail: Surface Recess Angle	Left Rail: Surface Recess Angle
Right Rail: Surface Recess Angle	Right Rail: Surface Recess Angle	Right Rail: Surface Recess

Shutter #7	Shutter #8	Shutter #9
Width:	Width:	Width:
Height:	Height:	Height:
Buildout:	Buildout:	Buildout:
Entry Door?: Yes No	Entry Door?: Yes No	Entry Door?: Yes No
Lock Offset:	Lock Offset:	Lock Offset:
Left Rail: Surface Recess Angle	Left Rail: Surface Recess Angle	Left Rail: Surface Recess Angle
Right Rail: Surface Recess Angle	Right Rail: Surface Recess Angle	Right Rail: Surface Recess Angle

Additional notes: \_\_\_\_\_  
 \_\_\_\_\_