

Maldonado Tile & Marble, Inc.

615 S. State College Blvd

Fullerton, Ca 92831

Lic. #701959

Tele (714) 578-8960 Fax (714) 578-8961

CLIENT PRE-JOB INFORMATION SHEET

Thank you for choosing Maldonado Tile and Marble as your Tile and Stone Installation Company.

Please take a few minutes to read this over carefully to better understand what to expect and how to prepare for your new installation.

FLOORS

- 1) After your signed contract and deposit have been received our Project Coordinator will be contacting you to schedule your job. If any changes are going to be made regarding dates and times, please call Project Coordinator and he will be glad to assist you in any way. If you are not going to be on site throughout the job please make sure the project coordinator has all the proper numbers where you can be reached during the job.
- 2) **If you are securing the tile, the tile must be on site prior to the beginning of the project. A trip charge will apply if our crew is unable to work due to the tile not on site. If our crew has to pull off the job site due to factors not caused by MTM, your job will be rescheduled for the next available date and a rescheduling fee will apply.**
- 3) Make sure that the area we are working in is completely empty. MTM Inc. is not responsible for furniture removal.
- 4) If your job involves demolition of any kind please be prepared for the dust this aspect creates. To protect your possessions and minimize your clean-up please remove or cover all items in the general vicinity of the work area. Please close all doors, dust has a tendency to travel throughout the house.
- 5) If you are planning to re-do the baseboards in your house we advise you to install them after the floor is done. This will give you a cleaner look and also prevent any damages to the baseboards.
- 6) On the first day of installation, our Project Manager will take the installers to your house to get them started on your project. He will go over your project with you and talk to you about where would be the best place for us to set up our tools and materials. At this time if you have a preferred route the crew should take, please let the Manager know.

- 7) The debris created throughout your job will be picked up at the conclusion of your job. For our larger jobs a trash container may have to be placed on site.
- 8) After the installation is completed and before the grout is started we seal all the stone. If applicable, ceramic tile does not require sealing. If you want the grout sealed you have to wait at least seventy-two (72) hours to let the grout cure before a sealant can be applied. At this point you have two options. You can do it yourself if the size of the job is relatively small, between one hundred to two hundred square feet. For larger jobs we suggest you have it done professionally and we can give you referrals for this aspect of your job. We do not seal grout.
- 9) At the close of your project your Project Manager will review your job with you and go over your Acceptance sheet. During this time please review the job carefully. You will receive a care kit package with instructions on “how to” take care of your new stone and/or tile and grout.
- 10) Please note that natural stone is a product of nature and is therefore subject to inherent variations in color, veining, granularity, and pitting. All material must be inspected prior to installation with your Project Manager. Absolutely no claims will be accepted after installation.**
- 11) Throughout your job if you have any questions please contact the Project Coordinator.
- 12) Any changes from the scope of work written in your contract cost bearing or not, need to be approved in writing in the form of a change order prior to the work being performed.**

THANK YOU FOR YOUR COOPERATION

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I have reviewed the Client Pre-Job Information sheet and understand the information provided.

Client Acceptance

Date

JOB NAME:	
JOB ID #:	