



## Client Site Readiness Checklist

So you just had your swarm meeting and you are buzzing about getting your project started. To make sure it can run as smoothly as possible we ask that you go through this checklist before we start work.

- I have internet or the internet will be set up at the Technology closet location before Hive workers arrive.
- Any high voltage outlets have been installed or scheduled through the coordination with my project manager.
- Any large furniture or expensive items are cleared out of the working area or you can let your project manager know you will need help with this so they plan this for the installation.
- You have filled out the Customized Programming experience form with your sales rep and PM and given all usernames and passwords to your project manager.
- All customer supplied equipment (if any) is put together and gone through to ensure no parts are missing before installation. Missing parts may cause delays if we do not have a replacement part in stock.
- Once scheduled you have marked your calendar for the estimated start date and completion date to be home and available.
- 45% payment will be due at the time of delivery of parts please look out from an email the day before we start with the payment link.