

Installation Host Site Checklist

Please initial when complete

Host Site Contact/Owner _____

EMS Local Contact _____

Date: _____

HOST SITE: _____

Installation Co.: _____

Address: _____

Installer: _____

Contact: _____

email: _____

Note equipment installed:

Are we using Host Site's existing TV screens? Yes No - If Yes – Note Equipment

Size

Brand

Serial #

Photo will suffice

Location (& note photo image title you send us)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The equipment EMS is providing includes:

TV screens:

Size

Brand

Serial #

Photo & Serial #

Location (& note photo image title you send us)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Server units:

Brand

Model

Serial #

Location (& note photo image title you send us)

_____	_____	_____	_____
_____	_____	_____	_____

Photos: Please take photos of the following and send to EMS office

- The TV(s) and server(s) as they are mounted within the room
- The serial # etc. of each of the TVs and server(s) installed from EMS
- A picture of outside and inside of the establishment to give us a better feel for things
- Provide a basic schematic (drawing) of the layout of the equipment so we can have a better feel for things if we need to do troubleshooting – remember, we are not there, and this will serve as our eyes.
- Please note any additional information on the back.

Please send completed form along with invoice to Essential Marketing Systems for final payment