



## **Carpet**

### Installation Preparation Checklist

Thank you so much for your recent purchase. To make the process go smoothly, below are a few things that you can do to prepare for your installation. Taking these simple steps is the best way to ensure that your product is installed quickly and properly. We appreciate your efforts and look forward to serving you!

- Designate a responsible adult to be present during the installation.
- Make arrangements for pets during the installation.
- If arrangements have been made for Empire to move your furniture, please be sure to pack all small objects, breakables and wall hangings.
- Move all furniture or objects out of the rooms that require carpet unless previous arrangements have been made with the Empire<sup>®</sup> Representative during your in-home estimate.
- Clear out any closets that will be receiving new carpet.
- Remove knick-knacks or fragile items from the room(s).
- Unplug anything electrical in the area, devices such as televisions, stereo equipment, computers and appliances.

#### **Other Important Notes:**

- ✓ Empire Today's<sup>™</sup> installation hours are 8 a.m. to 6 p.m. A more specific time frame for your installation will be provided on the morning of your scheduled installation date.
- ✓ We request that homeowners be present for the final walk through upon completion of the installation.
- ✓ Please have your unpaid balance ready in the form of cash, certified check or money order. We also accept most major credit cards. Unfortunately, we cannot accept personal checks.
- ✓ We will clean the job site after the installation process is complete. Any job-related debris will be hauled away (may incur an additional fee).

**If you have any additional questions, do not hesitate to contact our  
Customer Care Department at 800-588-2300.**



## **Hardwood, Laminate & Ceramic Flooring Installation Preparation Checklist**

Thank you so much for your recent purchase. To make the process go smoothly, below are a few things that you can do to prepare for your installation. Taking these simple steps is the best way to ensure that your product is installed quickly and properly. We appreciate your efforts and look forward to serving you!

- Designate a responsible adult to be present during the installation.
- Make arrangements for pets during the installation.
- Move all furniture or objects out of the rooms that require flooring unless previous arrangements have been made with the Empire® Representative during your in-home estimate.
- Remember to clear out any closets that will be receiving new flooring.
- Remove knick-knacks or fragile items from the room(s).
- Unplug any electric appliances in the area of the installation.

### **Other Important Notes:**

- ✓ Empire Today's™ installation hours are 8 a.m. to 6 p.m. A more specific time frame for your installation will be provided on the morning of your scheduled installation date.
- ✓ We request that homeowners be present for the final walk through upon completion of the installation.
- ✓ Please have your unpaid balance ready in the form of cash, certified check or money order. We also accept most major credit cards. Unfortunately, we cannot accept personal checks.
- ✓ We will clean the job site after the installation process is complete. Any job-related debris will be hauled away (may incur an additional fee).

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## **Window Treatments**

### **Installation Preparation Checklist**

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- Designate a responsible adult to be present during the installation.
- Make arrangements for pets during the installation.
- Move all furniture or objects that would hinder the installation process or anything near the windows that require window treatments (examples: chairs, tables, televisions).
- Take down old window treatments and remove any left-over brackets.
- Remove any pictures on walls adjacent to the windows that require window treatments.

#### **Other Important Notes:**

- ✓ Empire Today's™ installation hours are 8 a.m. to 6 p.m. A more specific time frame for your installation will be provided on the morning of your scheduled installation date.
- ✓ We request that homeowners be present for the final walk through upon completion of the installation.
- ✓ Please have your unpaid balance ready in the form of cash, certified check or money order. We also accept most major credit cards. Unfortunately, we cannot accept personal checks.
- ✓ We will clean the job site after the installation process is complete. Any job-related debris will be hauled away (may incur an additional fee).

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## **Bath & Shower Liners**

### **Installation Preparation Checklist**

Thank you so much for your recent purchase. To make the process go smoothly, below are a few things that you can do to prepare for your installation. Taking these simple steps is the best way to ensure that your product is installed quickly and properly. We appreciate your efforts and look forward to serving you!

- Designate a responsible adult to be present during the installation.
- Shut off the water before installation begins.
- Remove shower curtains, toiletries and appliances from the area and anything that may hinder the installation process.

#### **Other Important Notes:**

- ✓ Empire Today's™ installation hours are 8 a.m. to 6 p.m. A more specific time frame for your installation will be provided on the morning of your scheduled installation date.
- ✓ We request that homeowners be present for the final walk through upon completion of the installation.
- ✓ Please have your unpaid balance ready in the form of cash, certified check or money order. We also accept most major credit cards. Unfortunately, we cannot accept personal checks.
- ✓ We will clean the job site after the installation process is complete. Any job-related debris will be hauled away (may incur an additional fee).

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Customer Care Department at 800-588-2300.**