

LC COMMISSIONING REQUEST FORM

Client Name:

Site Address:

Client Contact Number:

Client Code:

Start Date Requested:

Total Day(s) Requested:

We will aim to accommodate your request for as close to the required date as possible, however please beware that during busy times, up to four weeks' notice may be required prior to any site attendance.

Please read, fill out, sign and return this form as acceptance of the following;

Email: tech-support@johncullenlighting.com **Tel:** 020 7371 9000

Call out Requirements

Please note that before a JCL commissioning engineer can attend site, that the following checks are complete.

- All the equipment such as dimmers, cabinets, light fittings and user interfaces are mounted and connected as per the JCL product specification sheets.
- All the lamps are connected for each circuit. Or at least temporary lamps for identification purposes.
- The site has mains power (230VAC).
- Physical access to all locations has been granted and any special site requirements such as ID & PPE are requested prior.
- If step ladders or podiums are required to gain access to equipment, then suitable access equipment must be provided.
- All lighting circuits as well as all data and communication cables are clearly labelled, numbered and documented.
- Any known site issues or faulty equipment should be reported prior to the visit.
- All pre-commissioning checks and tests are carried out and signed off in accordance with the JCL system specific check list (Supplied Separately) prior to the attendance.

Call Out Terms & Conditions

- The JCL commissioning engineer is not a certified electrical installer and will therefore not be able to make or alter any electrical connections. If this is expected, then please notify us in advance.
- Should the pre-commissioning checks have not been completed in accordance with the above JCL check list, then the JCL commissioning engineer may leave the site and subsequent commissioning/call out charges will apply.
- If a third party is responsible for the lighting design, then the JCL commissioning engineer will need to be accompanied by the lighting designer for the final scene setting/programming visit and sign off.
- The controls philosophy must be agreed before attendance and has to be signed off on the final day of commissioning by the end user or authorized project manager.
- Upon successful completion of commission, a commissioning certificate will be provided.
- Please note that JCL shall under no circumstances be liable to any direct or consequential costs (John Cullen Terms and Conditions of Supply apply, see website).

LC Commissioning Charges

All LC commissioning attendances, are based on fixed call out charges plus travel and accommodation expenses in some cases, see table below.

Zone	Description	Call Out charge *	Travel/Accommodation costs
1	London	£495 +VAT per Full Day £249 +VAT per Half Day	All Inclusive
2	London Surrounding Counties	£495 +VAT per Full Day £249 +VAT per Half Day	All Inclusive
3	Rest of UK	£595 +VAT per Full Day Only	All charges passed on at cost
4	Europe	£500 + VAT Call Out Fee Per Visit + £595 +VAT Commissioning Per Day	All charges passed on at cost

*** Notes:**

- Payment terms strictly 7 days from date of invoice
- The above call out charges are for standard week days and hours (08:00 – 16:00)
- (Inter) national and Bank holidays are excluded
- Additional out of hours support rates will be quoted on request
- Congestion Charge (if applicable)

Payment terms:

On completion of the work shall be deemed to have taken place when such work as described in the proposal has been carried out. At this stage full payment of the fee shall become due. Invoices will be raised by John Cullen Lighting Ltd work is completed. Payment terms are strictly 7 days from the date of the invoice unless agreed beforehand

Acceptance & Approval

By signing this form, I agree to accept the above site LC commissioning requirements. Furthermore, I will accept the LC commissioning charges and related terms and conditions as set out in this form.

Customer (Authorised) Name:

Customer (Authorised) Signature:

Date:

Office Approval: