

# United Painting, Inc.

5434 Eagle Industrial Ct. Hazelwood, Missouri 63042 (314) 731-2130 Fax (314) 567-3365

## IMPORTANT! PLEASE READ THE FOLLOWING INFORMATION THOROUGHLY

Painting Date: \_\_\_\_\_ Address: \_\_\_\_\_

Congratulations! Your unit is scheduled to be painted on the above date. The following is a checklist that must be completed **PRIOR** to the painter's arrival. Failure to follow each item on this checklist could result in the postponement of your painting. The painter will not be able to proceed until **ALL** of the items have been completed!

1. Remove all small or breakable items from the top of furniture.
2. Move all furniture, plants and boxes to center of room. **Please allow 3-4 feet of open space on all walls.**
3. Disconnect and move all electronic equipment (i.e. stereos, TV's, VCR's, computers, tabletop phones, etc.) to the center of room.
4. Arrange for all pets to be kept in an area that will not be painted.
5. Closets are not included in painting of unit.
6. Any items hanging on your walls should be removed (i.e. pictures, shelves, clocks, etc.)
7. All brackets (screws, nails, tape, putty, curtain rods, etc.) that are to remain, we will paint around. If they are not in use or will not be in use anymore, remove them and we will fill holes.
8. On partial paints or touch ups, areas to be painted need to be marked clearly with post it notes or small signs to show painter exactly what you want painted.

**A JOB THAT IS NOT READY BY THE ABOVE STANDARDS  
WILL BE RESCHEDULED TO THE NEXT "AVAILABLE" DATE.**

**I have read the above information and agree to have all items completed PRIOR to the painter's arrival.**

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date