

Seasons-4 Inc.
4500 Industrial Access Rd.
Douglasville, Georgia 30134-3949
(770) 489-0716
(770) 489-2938 fax

Rigging Assistance Request Form

- Unit Factory order # _____
- Unit Model # _____
- Job name: _____
- Address: _____
- Date rigging requesting: _____ Time rigging to take place _____
- Person requesting: _____
- Phone # _____ Fax # _____
- E-mail address: _____
- Authorized signature: _____ Date: _____

Is start-up needed on same day of rigging? Yes No
If answer is yes please list the following contacts:

1. Controls: _____ Phone # _____
2. Electrician: _____ Phone # _____
3. Plumber (gas line): _____ Phone # _____
4. Servicing contractor: _____ Phone # _____

Please note: *If start-up is not need at this time please complete the start-up request form, and fax back with minimum 2 week notice before date needed.*

Rigging Assistance

Seasons-4 provides an experienced person to be on site with the installer during rigging. **When the "on site" date is determined please mail or fax this completed form back to Seasons-4 service dept with a minimum of 2 weeks notice.** Rigging assistance includes (see rigging information & instructions for detailed information) advice on rigging, recommendations for solving unexpected problems uncovered when the old unit is removed, and offering advice on the proper location of the new unit on the existing curb.

Note: Seasons-4 or the authorized service company representing Seasons-4 is not responsible for the rigging, they are merely there to offer advice during rigging. The installing contractor, the owner, and the rigger are the responsible parties for properly rigging the unit(s). The riggers are the experts, and must know the capabilities of their equipment, and the proper procedures for placing the unit(s) in the proper location.

For further information on rigging assistance and the arrival of the new unit(s) please refer to the rigging information & instruction sheets located in your Seasons-4 submittal.

Please mail completed form to Seasons-4 Inc.
4500 Industrial Access Rd.
Douglasville, Georgia 30134
Attn: Service Manager

Or fax to: Service Dept.
Seasons-4
(770) 489-2938