# Plant Display - Client Consultation form

# Display location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The purpose of this form is to ensure employees of IHS, engaged in design consultation, collect enough information when consulting to enable effective design and installation of plant displays to meet the clients requirements.

|  |  |
| --- | --- |
| **Client Name** | **Date** |

**Contact details**

|  |
| --- |
|  |
|  |
|  |

**DATES REQUIRED**

|  |  |
| --- | --- |
| **Installation** | **Removal** |

**TYPE OF DISPLAY REQUIRED**

|  |  |
| --- | --- |
| *Circle the type of display* | *Describe the purpose or reason for the display* |
| * **Garden planting** * **Exhibition** * **Visual Merchandising** * **Marketing** * **Commercial hire** * **Other** |  |

**DISPLAY ACCESSORIES REQUIRED**

|  |  |
| --- | --- |
| *Circle required items* | *Add any necessary notes: eg already on site, who will supply?* |
| * **Sculptures** * **Water feature** * **Lights** * **Signage** * **Large containers** * **Pedestrian barriers** * **Other** |  |
|  |  |

**DESIGN NOTES**

|  |
| --- |
| **Style** |
| **Colours** |
| **Plant preferences** |
| **Heights** |
| **Area (m2)** |
| **Other** |

**SERVICING SCHEDULE?**

|  |  |  |  |
| --- | --- | --- | --- |
| Daily | Weekly | Fortnightly | Monthly |

**SITE INSPECTION**

|  |  |
| --- | --- |
| *Circle available items* | *Add any necessary notes eg location and accessibility* |
| **Facilities available** | |
| * **Water** * **Drainage** * **Power** * **Lighting** * **Rubbish removal** * **Vehicle access** * **Temporary storage** * **Other** |  |
| **Site Requirements** | |
| * **Dial before you dig notification** * **Machinery needed** * **Site set-up, signage/traffic control** * **Water source on site** * **Working at heights required** * **Customer sign off** | **Y/N/NA**  **Y/N/NA**  **Y/N/NA**  **Y/N**  **Y/N**  **Y/N** |

**Supervisor or employee signature**

**Date**