



Next Steps



*Now that your lease is signed,
here's what happens next.*



The ModSpace order fulfillment team is notified about your order.



Our dispatcher will call you to introduce him or herself as your single point of contact regarding your delivery. They will also confirm:

- › Delivery location, site specifics and special directions, if needed
- › Who we should ask for at your site and what is the best phone number to reach them
- › Additional products and/or services you requested



The day before delivery, our dispatcher will call you again to confirm you are ready to receive your building.



Your building is inspected by our branch manager and confirmed 100% ready for delivery.



The morning of delivery, our driver will call to offer his or her contact information and confirm the following:

- › Delivery instructions
- › Address and entry point for your site
- › Their point of contact at your site



At the time of delivery...

- › Your onsite representative will need to instruct our driver on the location and orientation of building.
- › The building is positioned as requested and set up for use, including anchors and steps as needed.
- › You'll find a Welcome Packet inside your building with some helpful tips regarding maintenance, who to call with questions or issues and your end-of-lease responsibilities.



After delivery, we'll give you an inspection checklist so you can confirm everything is in good condition.

- › Any issues will be scheduled for service as soon as possible.
- › Your inspection report will be returned to ModSpace and referenced when your building is returned at the end of your lease.



Additional services and accessories (such as decking) are installed as scheduled, usually the following day.



We'll call you the day after your building setup is completed to make sure you're satisfied.



YOUR RESPONSIBILITIES BEFORE DELIVERY

- Clear path the building will use to enter and area where it will be located
- Level the ground under the building
- Compact surface so that the building remains level
- If anchors will be installed, dial 811 from any phone to reach the "Before You Dig hotline." They can help mark underground utilities.



HAVE QUESTIONS?

We're always here to help.
Give us a call at 800.523.7918.