

# DRAWER RETROFIT INITIAL CONTACT FORM

Dealer Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Measured by \_\_\_\_\_

Customer Name \_\_\_\_\_

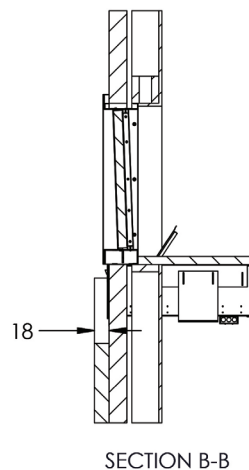
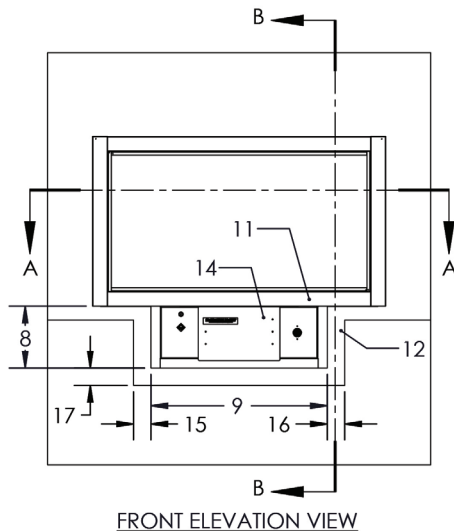
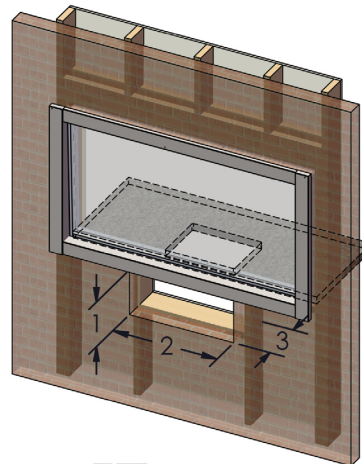
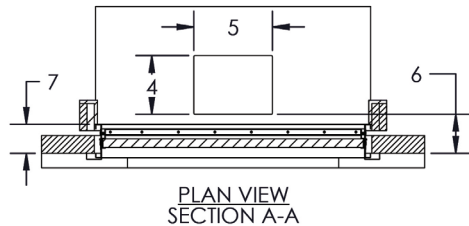
Customer Location \_\_\_\_\_

**DOWNLOAD THE AVAILABLE DRAWER RETROFIT KITS FROM BAVIS.COM**

Thanks for your interest in Bavis Transaction Drawers and our Retrofit Program. It's our goal to simplify the process of replacing drawers for both you and your customers. To better server you, please click on the link above to go to our website were you can download a current copy of our Drawer Retrofit Kits packet.

To start, we will need both site dimensions and digital pictures of the site, preferably with a tape measure across the item.

Please take several pictures showing the countertop, underneath the drawer, and the drawer exterior. Please hold a tape measure across the 10 critical and 4 "If applicable" dimensions noted on the next page.



**Additionally, please take a moment to answer the following questions:**

- Manufacturer: \_\_\_\_\_
- Model: \_\_\_\_\_
- Quantity: \_\_\_\_ Date needed: \_\_\_\_\_
- How is this drawer mounted?

|                              | Y                        | N                        |
|------------------------------|--------------------------|--------------------------|
| Supported from counter       | <input type="checkbox"/> | <input type="checkbox"/> |
| Supported from interior wall | <input type="checkbox"/> | <input type="checkbox"/> |
| Supported under drawer       | <input type="checkbox"/> | <input type="checkbox"/> |

- Is the top of the wall opening flush with the bottom of the:

|              | Y                        | N                        |
|--------------|--------------------------|--------------------------|
| Window Frame | <input type="checkbox"/> | <input type="checkbox"/> |
| Counter Top  | <input type="checkbox"/> | <input type="checkbox"/> |

- 1) Rough Opening Height: \_\_\_\_\_
- 2) Rough Opening Width: \_\_\_\_\_
- 3) Total Wall Thickness: \_\_\_\_\_
- 4) Counter Opening Depth: \_\_\_\_\_
- 5) Counter Opening Width: \_\_\_\_\_
- 6) Exterior Wall to Opening: \_\_\_\_\_
- 7) Exterior Wall to I/S Frame: \_\_\_\_\_
- 8) Trim Height: \_\_\_\_\_
- 9) Trim Width: \_\_\_\_\_
- 10) Drawer C/L to Panel C/L Offset: \_\_\_\_\_

|   | Check One: Y             | N                        |
|---|--------------------------|--------------------------|
| 11) Is window trim notched?             | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Is exterior surface angled?         | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Do you intend to reuse the counter? | <input type="checkbox"/> | <input type="checkbox"/> |

- 14) Desired construction of Outside Door? Check One:

**Standard:** Black Powder Coated Aluminum       **Optional:** Stainless Steel

If Applicable, Audio Panel to Wall Trim/Veneer:

- 15) Left Side: \_\_\_\_\_
- 16) Right Side: \_\_\_\_\_
- 17) Below: \_\_\_\_\_
- 18) Thickness of Trim/Veneer: \_\_\_\_\_

Scan/Email completed forms & photos to: [cad@bavis.com](mailto:cad@bavis.com).

Please call 513.677.0500 with questions.

## EXPLANATION OF DIMENSIONING

To find the best fit for the customer, **take photos of the site, inside and out, showing an over-all view and close-ups with a tape measure visible.** It is important for us to see what we are trying to match, or mate up to. By taking pictures with the tape across the dimensions that we are asking for, we can see exactly what you were measuring. For example, for the trim width, did you measure just the customer panel, or was it the panel and the trimming flanges.

The following explains what we are looking for with each of the dimensions.

- 1. Rough Opening Height:** The height of the opening in the wall. In cases where the outside trim is recessed into the exterior surface and the opening outside is different, show as; In (dim)" / Out (dim)".
- 2. Rough Opening Width:** The width of the opening in the wall. If the inside and outside dimensions are different, show as; In (dim)" / Out (dim)".
- 3. Total Wall Thickness:** The measurement from the outside wall surface that the drawers' customer door, or customer trim panel, will be mounted against, to the inside surface of the finished wall.
- 4. Counter Opening Depth:** The distance from the edge of the counter top opening closest to the window frame to the edge closed the operator.
- 5. Counter Opening Width:** The distance from side to side inside of the opening.

**6. Exterior Wall to Opening:** The distance from the outside wall surface to the edge of the counter top opening closest to the window frame.

**7. Exterior Wall to I/S Frame:** The distance from the outside wall surface to the inside surface of the window frame or any object inside that cannot be moved or altered.

**8. Trim Height:** The measurement from the top to the bottom of the customer audio/trim panel. In cases where the panel has perimeter flanges that trim out the wall opening, give us the dimension of the panel, and then the dimension of the flange. (Example: 14-1/2" plus one 1-1/2" flange or 14-1/2" + 1-1/2" flange.)

**9. Trim Width:** The measurement from side to side of the customer audio/trim panel. In cases where the panel has perimeter flanges that trim out the wall opening, give us the dimension of the panel, and then the dimension of the flanges. (Example: 34-1/2" plus two 1-1/2" flanges or 34-1/2" + (2)1-1/2" flanges.)

**10. Drawer C/L to Panel C/L Offset:** For sites where the drawers' customer door is not centered, left to right, in the customer panel. This is the distance from the drawer centerline to the customer panel centerline. If there is no offset, then enter 0 or none.

For additional assistance, call (513) 677-0500 and inform the operator that you are working on a drawer retrofit.