

















Consumer Checklist for Hiring an Electronic System Contractor or Consultant

The Contractor or Consultant's Policies, Procedures and Standards Listed Here

Use These 26 Questions to Make an "Apples to Apples" Comparison of the Companies You Talk To About Your Project.	 ALL MEDIA CONSULTANTS LLC (973) 467-1103	Company 2	Company 3
Reputation and Stability of Contractor or Consultant:			
Are you licensed in New Jersey as a home improvement contractor and will you provide us with your license number?	 #13VH03796500		
Do you maintain the level of liability insurance mandated in New Jersey and will your insurance agent send us your certificate directly?			
Do you have a letter of good standing from your business bank?			
Do you maintain business accounts with local suppliers and are you in good standing?			
Do you have a list of at least 25 references we can call?			
Are you a member in good standing of Custom Electronic Design & Installation Association (CEDIA) and the Consumer Electronics Association (CEA) and American Society of Interior Designers (ASID)?			
Experience & Service:			
Do you have a company policy to return all calls the within two hours?			
Are you reachable 14 hours a day and 6 days a week via the owner's mobile phone?			
Is the owner on site everyday to supervise the project and to maintain quality control?			
Are you a Certified Professional Installer by the Custom Electronic Design & Installation Association (CEDIA)?			
Are you certified Denon installer of audio and video equipment?			
Does the owner complete a minimum of 30 hours of continuing education every two years?			
Do you have a written installation process for each task you perform?			
Do you give your crews tailored instructions and project drawings for each project?			
Are all of your new employees backgrounds checked?			
Do you have strict written policies that prohibit the use of alcohol or drugs by your crews?			
Do you use a licensed electrician to install a surge protected outlet on each project?			
Will you provide, in writing, approximate start and completion dates for my project?			

Materials:			
Do you provide a Certificate of Equipment Authenticity for the products and materials you install?	✓		
Do you assist the buyers with product and material selection?	✓		
Do you use CEA (Consumer Electronics Association) rated wiring for all interconnect cabling and NEC (National Electrical Code) approved wiring for all in-wall wiring?	✓		
In addition to a surge protected outlet, do you include surge protectors to provide an added level of protection?	✓		
Do you use UL rated and weight and size specific mounts for flat screen TV's and other equipment you install?	✓		
Follow Up and Follow Through:			
Do you provide a 90-day guarantee on installation, configuration and setup?	✓		
Do you provide 2 hours of training for all technology installations?	✓		
Do you provide an Annual Service Plan for buyer peace of mind?	✓		

All Media Consultants LLC
Proudly Answers YES to All 26 Questions and
Will Provide You with Written Proof of Compliance

Getting the best deal is every consumer's goal. This guide gives you the information you need to make the best decision possible in hiring an electronic system contractor or consultant for your home. Low prices usually mean the contractor or consultant has cut some corners on quality of the installation or materials or they may be doing this as a side business.

We hope this Consumer Guide gives you the information you need to make the best choice when it comes to hiring, evaluating and working with an electronic system contractor or consultant. We live by our guide. We know this sets a



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Electronic System Installation and Payment Process

Dear Valued Customer,

Many times homeowners have questions about the process of installing an electronic system in their home. Below is a detailed preparation and installation procedure for a typical system. After installing hundreds of audio and video systems, we believe our process will insure that your system will be completed on time, for the price quoted and your expectations will be met. As the homeowner, you will be responsible for the underlined steps.

Your Project Design and Preparation Phase

1. Meet and discuss client's "wish-list" – Listen closely to customer's needs and wants including research they have completed, the type of entertainment they enjoy, children's needs etc.
2. Prepare a site survey and take specific area measurements/ take multiple digital pictures of layout.
3. Prepare a detailed design that incorporates their needs and wants and fits their budget.
4. Create Proposal with specific components including manufacturer and model and a Certificate of Authenticity for all components. Proposal is emailed or faxed to client.
5. Review and answer any specific questions about the proposal for the homeowner.
6. Homeowner approves – signs proposal and submits 60% deposit.
7. Confirm equipment installation date/time with client.
8. If needed, meet with any other trade contractors to coordinate project.

On Site Project Installation Phase

9. Location of specific equipment electrical outlets and Coax outlets are established – internal wiring diagram is created.
10. Receive in all equipment and match to proposal.
11. Deliver all equipment, cover floors with drop cloths, remove and/or cover any furniture and/or items that could possibly be damaged.
12. Unbox equipment and place on clean blankets to prevent scratches or damage.
13. Cleanly Install Flat Panel TVs in specified locations using UL rated, weight and size specific mount.
14. Licensed electrician installs surge protected outlet – concealed behind TV.
15. Conceal all interconnect cabling within wall and/or moldings for that "professionally installed" look.
16. Install In Ceiling / In Wall / On Wall Speakers - cleanly and efficiently using stud finders, tone tester, levels, keyhole sheetrock saw and other custom installation tools as appropriate.
17. Properly connect speakers to surround receiver using NEC rated in wall cabling including polarity alignment.

18. Properly connect source equipment to surround receiver / audio distribution system with CEA rated wiring (i.e. HDMI 1.3).
19. Neatly wire-tie all cabling within cabinet / closet and clearly label.

Project Clean Up

20. Vacuum and sweep all floors and rugs.
21. Replace all furniture to original positions.
22. Replace all outlet covers; plug in all lamps and other equipment.
23. Place all removed materials and unused materials in the original container for storage or disposal.
24. Clean up all leftover material and place in our truck for proper disposal.
25. Check all original woodwork and floors for incidental damage.

Programming, Testing and Training Phase

26. Program universal remote control.
27. Thoroughly test and configure all equipment to optimal settings (i.e. – TV color is correct, aspect ratio is set properly, main and surround speakers are balanced and calibrated, all settings on AV receiver are correct and radio pre-sets are set).
28. Demonstrate and Train customer on use of system.
29. Upon customer acceptance the final balance is due.

Final Installation Quality Inspection

Many companies consider the project complete at this point. We “go the extra mile” and follow-up with you within 48 hours to make sure you are comfortable with your new system.

30. Follow up with customer to ensure their satisfaction (and make any adjustments if necessary).

We hope this has helped you understand our electronic system installation process and answers any questions you may have had. We understand your home is of great value to you; therefore, we will make every effort to keep it clean and safe. All garbage and debris will be removed daily.

If you should have any additional questions, please do not hesitate to speak with the project supervisor or Saul Sutton.

New Construction Installation

The following additional steps are required in new construction. Beginning after step 9 above, these would be performed and then the installation would continue with step 10 above. New construction has a total of 35 steps in the process.

10. Pre-Wire for all TVs, Speakers, Keypads, Telephones, Data, Intercoms, Cameras, etc...
11. Neatly label and tie up all loose cabling. Clearly indicate all cable locations,
12. Clean work area.
13. Return after sheet rocking to continuity test all cabling for any damage (i.e. shorts or breaks).
14. Stay in contact with customer until painting is complete.



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Daily Interior Clean Up Checklist

At the start of the job I will introduce the crew to you. I will review the specifications of the project with you. I will review use of a bathroom and wash sink (if available). I will find out where you want the garbage left and we will make certain it isn't too heavy. I will also conduct a pre-inspection walk through with you.

A posted daily cleanup checklist should be utilized by all electronic system contractors and consultants. This insures that the customer's location is ready for use at the beginning and end of each day. This is just part of a professional job performance. Here is our daily cleanup procedure:

Customer/Job Name: _____

- Place all coffee cups, lunch bags etc. in garbage container and take to street on garbage day.
- Vacuum and sweep all floors, and rugs.
- Replace all furniture to original positions.
- Replace all outlet covers. Plug in all lamps and other equipment.
- Place all removed materials and unused materials in the original container for storage or disposal.
- Clean up all leftover material and place in our truck for proper disposal.
- Check all original woodwork and floors for incidental damage.
- If project is not completed, secure open work areas for safety. Store all tools in the designated areas. Make sure to leave clean-up sink or area clean.
- Clean up area around designated equipment storage to be sure it is neat and clean.
- Check all supplies to make sure there is sufficient material for the next work day.
- Once a week clean the interior and exterior of the van.

Job supervisor should sign and date this sheet below at the end of each day.
