

Before You Promise an Install Date

A one-page check for remodel selections, supplier lead time and approval delay

1. Start with the on-site need date

Use the day the fixture or finish must be available for installation. Do not substitute the room start date.

2. Verify today's supplier lead time

Ask for current calendar-day lead time and whether it begins at approval, deposit, order, or release.

3. Add your approval buffer

Include the time your client or team actually needs for review, revision, payment and order release.

4. Calculate the latest approval date

Required install date minus supplier lead days minus approval buffer days. Earlier is safer; the sheet only shows your entered assumptions.

5. Escalate before the date is missed

Within 7 days: put the decision on the weekly agenda. Within 3 days: request approval now. Past due: confirm alternatives and delivery impact.

The sheet does not verify the supplier promise

- It uses calendar days, not business days, and does not model shipping interruptions or fabrication slots.
- It does not replace your contract, purchase order, supplier confirmation or project schedule.
- After a late approval, confirm the current delivery date before promising installation.