

**OFFICE REMOVAL - INVENTORY SHEET**



COMPANY:		COLLECTION ADDRESS
CONTACT PERSON		
TEL:		
FAX:		
EMAIL:		DELIVERY ADDRESS
PO BOX:		
DATE:		
DATE OF MOVE:		
MOVE REMARKS		

**INVENTORY**

**QUANTITIES/UNITS**

DESKS		
L/SHADES		
PEDESTALS		
CHAIRS		
ARM CHAIRS		
SOFAS		
2-DOORS STATIONERY CABINETS		
4 DRAWERS FILING CABINETS		
CREDENZAS		
BOOKCASES		
BOARDROOM TABLES		
TABLES (COFFEE OR SIDE)		
OPTIPLAN CABINETS		
SHELVING RACKS		
COMPUTERS		
SCREENS		
POTPLANTS		
PICTURES/MIRRORS		

KITCHEN	FRIDGE		STOVE		
MICROWAVES			TROLLEYS		
SAFES					
CARTONS					
PHOTOCOPIERS/LASERPRINTERS					
NOTICE OR WHITE BOARDS					
HEATERS OR FANS					

**OFFICE USE ONLY:**

**QUOTATION CALCULATION**

ESTIMATED UNITS

ADJUSTED CUBIC FEET

R	
CARTONS @	
SAFES	
SPECIAL CABINETS	
PC'S EQUIPMENT	
OTHER (SPECIFY)	
P/HOLIDAYS - SATURDAY - SUNDAY SURCHARGE	
SUB-TOTAL	
PLUS VAT	
TOTAL	

QUOTE INCLUDES