

# **GIGI'S**

## **FURNITURE REMOVAL SPECIALISTS SINCE 1966**

**TEL: 012 332 5026 / 012 332 5985  
FAX: 086 653 2953 / 086 653 2954**

**P.O. BOX 15519  
LYNN EAST, 0039**

e-mail: [rania@gigisremovals.co.za](mailto:rania@gigisremovals.co.za)  
[sales@gigisremovals.co.za](mailto:sales@gigisremovals.co.za)

Vat Reg: 4400227148

### **Inventory List – Office Removals**

**Company Name:**

**Contact person:**

**Tel:**

**Cell:**

**Fax:**

**E-mail:**

**Date of removal:**

**Loading address:**

**Off-loading address:**

**Are entrances easily accessible to trucks? (Y/N)**

**If not, please specify:**

**Are lifts available? (Y/N)**

**How many?**

**Are boxes to be supplied? (Y/N)**

**Quantity:**

**Will our packing services be required (boxes and packing materials included)? (Y/N)**

**Are there any items that need to be disassembled (eg. Desks)? (Y/N)**

**If so, please specify:**

**Where did you hear about Gigi's Transport?**

**Any other comments, queries or requests?**

<b>FURNITURE ITEMS:</b>	<b>AMOUNT:</b>
Conference / Boardroom Tables	
Executive Desks	
Desks (Straight)	
Desks (L-Shape)	
Executive Chairs	
Typist Chairs	
Large Filing Cabinets (4-drawers or more)	
Medium Filing Cabinets (2 or 3-drawers)	
Zippel Cabinets	
Credenzas	
Stationary Cupboards	
Steel Shelving	
Wooden Shelving	
Bookcases	
Desk-top Equipment (Computers / printers, etc.)	
Larger Office Equipment (Photocopiers, etc.)	
Safes (Please specify):	
Reception Desks (Please specify):	
Sofas / Chairs	
Boxes	
Microwave	
Fridge / Water-cooler	
Pictures and Paintings	
Pot Plants	

<b>Additional Items (Please specify):</b>	<b>Amount:</b>