

GIGI'S REMOVALS

SINCE 1966

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PO Box 15519, Lynn East, 0039

INVENTORY LIST - Office Removals

COMPANY NAME: _____

CONTACT PERSON: _____

TEL (W): _____ EMAIL: _____

CELL: _____

DATE OF REMOVAL: _____

LOADING ADDRESS(ES):

OFF-LOADING ADDRESS(ES):

ARE LIFTS AVAILABLE? (Y/N) _____ HOW MANY? _____

DO YOU REQUIRE ANY OF THE FOLLOWING TO BE SUPPLIED PRIOR TO REMOVAL? (Please circle desired option)

BOXES: Yes / No

BOX TAPE: Yes / No

DO YOU REQUIRE ANY OF THE FOLLOWING SERVICES ON THE REMOVAL DATE? (Please circle desired option)

BOXES AND PACKING: Yes / No

BUBBLE-WRAP: Yes / No

PLASTIC: Yes / No

DO YOU REQUIRE ANY FURNITURE ITEMS TO BE DISASSEMBLED: (Y/N)

IS LOADING ADDRESS EASILY ACCESSIBLE TO TRUCKS (Y/N)

If not, please specify: _____

IS OFFLOADING ADDRESS EASILY ACCESSIBLE TO TRUCKS (Y/N)

If not, please specify: _____

WHERE DID YOU HEAR ABOUT GIGI'S? _____

ANY OTHER COMMENTS, QUERIES OR REQUESTS: _____

(Note: In transit insurance (fire, collision, overturning) to the value of R150 000.00 included in all quotations, at no additional charge)

FURNITURE ITEMS:	AMOUNT:
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	

Additional Items (Please specify):	Amount: