Essex Removal Service & Co. Ltd

COMPANY NAME & TEL NO.	CURRENT ADDRESS	NEW LOCATION
Company: Contact: Telephone:	 Floor : Is there lift access: Are we easily able to park outside premises:	 Floor : Is there lift access Are we easily able to park outside premises:
Proposed move date:		
Number of people:		
How did you hear about us:		

INVENTORY SHEET

ITEM & DESCRIPTION	QUANTITY	COMMENTS
Cabinets – flexi: 7 ft		
Cabinets – flexi: 6 ft		
Cabinets – flexi: 5 ft		
Filing cabinets: 2 drawer		
Filing cabinets: 4 drawer		
Desks: single pedestal		
Desks: double pedestal		
CHAIRS:		
Swivel type		
Boardroom		
Carver		
Desks		
Workstations		
Racking		
File boxes		
Mainframe		
PC Monitors		
PC Base		
Photocopiers		
Fax machines		
Franking machines		
Safes		
Shredder		
Fireproof cabinets		
Room dividers/screens		
Pictures		
Bins		
KITCHEN ITEMS:		
Fridge		
Microwave		
OTHER:		