

CC Transport INVENTORY LIST

PLEASE COMPLETE THE RELEVANT BLUE QUANTITY COLUMNS (Qty)

PLEASE COMPLETE BOTH FORMS (2 PAGES)

DESCRIPTION	Qty	DESCRIPTION	Qty	DESCRIPTION	Qty	DESCRIPTION	Qty
RECEPTION		OFFICES CONT		GARDEN /STOEP		MISC CONT	
Reception Desk	0	Televisions		Garden Table S			
Tables S		White Boards		Garden Table M			
Tables M		Drawing Boards		Garden Table L			
Tables L		Pictures / Paintings		Chairs			
Chest of Drawers		Stationary Cupboard		Chairs Folding			
Leather Chairs		Filing Cabinet		Chairs Stacking			
Couch (1 seater)		Steel Racks		Braai S			
Couch (2 seater)		Safe S		Braai M			
Couch (3 seater)		Safe M		Braai L			
Credenzas		Safe L		Patio Heater			
Pot Plants		Carpets / Rugs		Umbrella			
Computers		Wall Units		Spade / Fork / Rake			
Fax Machines		Bookcase S		Weed Eater			
Printers		Bookcase M		Water Features			
Photo Copiers		Bookcase L		Pot Plant S			
Television		Heaters		Pot Plant M			
Pictures / Paintings		Fans		Pot Plant L			
Stationary Cupboard		Phones		Lawn Mower			
Filing Cabinet		Rubbish bins		Wheelbarrow			
Steel Rack		Loose Trays		Shed			
Carpets / Rugs		Archive Boxes					
Bookcase S		Curtains / Blinds		MISCELLANEOUS			
Bookcase M		Mirrors					
Bookcase L		DSTV / Video					
Heaters		Additional Boxes					
Fans							
Phones		KITCHEN /CANTEEN					
Rubbish Bins		Tables S					
Archive Boxes		Tables M					
Curtains / Blinds		Tables L					
Boxes		Office Chairs					
		Stacking Chairs					
OFFICES		Arm Chairs					
L-Shape Desks		Bar Stools					
Long Desks		Couch 1 seater					
Tables S		Couch 2 seater					
Tables M		Couch 3 seater					
Tables L		Glass front cabinets					
Boardroom Tables		Steel Cabinets					
Round Tables		Chest Freezer					
Directors Chairs		Fridge / Freezer					
Chest of Drawers		Griller					
Office Chair		Dustbins					
Leather Chairs		Microwave					
Couch (1 seater)		Stove					
Couch (2 seater)		Kettle / Coffee Machine					
Couch (3 seater)		Dish Washer					
Credenzas		Washing Machine					
Pot Plants		TV					
							OFFICE USE ONLY:

Computers			TV Cabinet					Column 1	
Fax Machines			DSTV / Video					Column 2	
Printers			Crockery					Column 3	
Photo Copiers			Cutlery					Column 4	
Overhead Projectors			Additional Boxes						
								TOTAL VOLUME	

NOTE:

Our quotation is based on this inventory list and it is your responsibility to ensure that the above list is complete

FOR ANY ITEM (S) ADDED, ADDITIONAL COSTS WILL BE CHARGED.



YOUR REFERENCE:			
NAME:		PAID BY:	
TELEPHONE:		EMAIL / FAX:	
DATE OF MOVE:			
FROM ADDRESS:			
TO ADDRESS:			

IS THE PREMISES ACCESIBLE BY LARGE VEHICLE?
 (SHUTTLE WILL BE REQUIRED IF THE MEN MUST WALK 30M AND MORE TO THE VEHICLE)
AT LOADING: **AT OFFLOADING:**

TRANSPORT OF VEHICLES: SPECIFY MAKE AND MODEL:

IS INSURANCE NEEDED:	YES	NO	Mark with an X
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VALUE OF FURNITURE:

DO YOU NEED A PACKING SERVICE	YES	NO	Mark with an X
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(i.e Full packing service, inclusive of all packing materials)

IS STORAGE REQUIRED:	YES	NO	Mark with an X
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IS THERE ANY LARGE FURNITURE (PLEASE SPECIFY):

IS ANY DISMANTLING OF FURNITURE NEEDED (SPECIFY):

NOTES / COMMENTS:

HOW MANY ROOMS / OFFICES WILL YOU MOVE?

INSTRUCTIONS

Your Quote will be based on the contents of this file . Please ensure that it is 100% correct.

Once done, Save this File, then click the Link under OPTION 2 found in the Email you received from us.

Once the Website has Opened, Click the Browse button (OPTION 2), Find this File and Click Upload the File.