

MINI MOVERS - INVENTORY FORM

Cell: 082 740 9777
Tel/Fax: 041 – 581 2880
E-mail: pe.minimovers@gmail.com

Est. 1971

85 Heugh Road
Walmer, Port Elizabeth

COMPANY NAME: _____ E-mail: _____

CONTACT PERSON: _____ TEL: (C) _____

(W) _____ (F) _____

Move **FROM**: _____ Move **TO**: _____

STAIRS: YES NO LIFT: YES NO FLOOR: _____ (1st, 2nd etc)

CAN 3 or 4T ENCLOSED TRUCK ENTER COMPLEX? Y / N _____

DATE of Move: _____ TIME: _____ a.m. _____ p.m.

OFFICE / BUSINESS PREMISES

ITEM	QTY	ITEM	QTY
Reception Desks		Stationery Cabinets	
Desks		Filing Cabinets	
Credenzas		Coffee Tables	
Conference Tables		Lounge Suites – 2 seater	
Occasional Tables		Lounge Suites – 3 seater	
Chairs		Lounge Suites – corner units	
Bookcases		Fridges	
Paintings		Boxes: (L) (M) (S)	
Computers		Other	
Printers		Other	
Safe			
Other			

IMPORTANT INFORMATION

- Removal is done at owner's risk and insurance of goods transported to be arranged through client's insurance company.
- Terms are strictly **C.O.D.** or **EFT**. **Proof** of electronic payment to be sent through **before** the day of move.
- A **cancellation fee** of **20%** will apply if move is cancelled after acceptance of quote.
- Quotation is based on inventory compiled by the client. Changes to inventory on day of loading will affect the quoted price.

PRICE: R _____

ACCEPTANCE: I, the undersigned, accept the conditions as set out above and hereby accept the quoted price.

SIGNATURE: _____

DATE: _____