

GIGI's Removals SINCE 1966

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For instructions please visit: <https://www.gigisremovals.co.za/inventory-lists>

VAT Reg.: 4400227148. <> P.O. Box 15519, Lynn East, 0186.

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?

Is the loading address easily accessible to trucks? (y/n)

If not, please specify:

Is the off-loading address easily accessible to trucks? (y/n)

If not, please specify:

Do you require any of the following to be supplied prior to removal?

Boxes: (y/n) Box tape: (y/n)

Do you require any of the following services on the removal date?

Boxes and packing: (y/n) Bubble-wrap: (y/n)

Box unpacking: (y/n) Plastic-wrap: (y/n)

Do you require any furniture items to be disassembled? (y/n)

Where did you hear about GIGI's?

Any comments, queries or requests?

Note: GOODS IN TRANSIT INSURANCE, to the value of R200 000.00, is included at no additional charge. This covers your goods in the event of collision, fire or overturning involving our vehicles and does not qualify as comprehensive insurance. Should you require comprehensive insurance, then please contact our office for more information.

INVENTORY

| <u>Furniture items</u> | <u>Count</u> |
|------------------------------------------------|----------------------|
| Conference / Boardroom Tables | <input type="text"/> |
| Executive Desks | <input type="text"/> |
| Desks (Straight) | <input type="text"/> |
| Desks (L-Shape) | <input type="text"/> |
| Executive Chairs | <input type="text"/> |
| Typist Chairs | <input type="text"/> |
| Large Filing Cabinets (4-drawers or more) | <input type="text"/> |
| Medium Filing Cabinets (2 or 3-drawers) | <input type="text"/> |
| 'Zippel' Cabinets | <input type="text"/> |
| Credenzas | <input type="text"/> |
| Stationery Cupboards | <input type="text"/> |
| Steel Shelving | <input type="text"/> |
| Wooden Shelving | <input type="text"/> |
| Bookcases | <input type="text"/> |
| Desktop Equipment (Computers / printers, etc.) | <input type="text"/> |
| Larger Office Equipment (Photocopiers, etc.) | <input type="text"/> |
| * Safes (Please specify below) | <input type="text"/> |
| * Reception Desks (Please specify below) | <input type="text"/> |
| Sofas / Chairs | <input type="text"/> |
| Boxes | <input type="text"/> |
| Microwave | <input type="text"/> |
| Fridge / Water-cooler | <input type="text"/> |
| Pictures and Paintings | <input type="text"/> |
| Pot Plants | <input type="text"/> |

* Safe(s) details:

* Reception desk(s) details:

| <u>Additional Items (Please specify)</u> | <u>Count</u> |
|-------------------------------------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
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