

WORKS REQUEST FOR COMMERCIAL REMOVAL SERVICES



Office Use Only

Contact Details

Contact: _____
 Company: _____
 Tel No: _____ Mob No: _____
 E-Mail: _____
 Date: _____

DS Staff Member: _____
 DS Job Ref No: _____

Project Details

Clients Move Coordinator: _____
 E-Mail: _____ Tel: _____
 Number of Staff Moving: _____
 Existing Location Address: _____
 Proposed Location Address: _____
 Planned Commencement Date: _____
 Completion Deadline: _____

Additional Information

Floor Plan Availability: _____
 Construction Programme: _____
 Building Contractor Contact: _____ Tel: _____
 Purchase Order No: _____
 Other: _____

Work Description Summary:

<u>Please Tick Services Required from the Following Options</u>	<u>YES</u>	<u>NO</u>
Pre-Move Survey		
Layout Design / Space Planning		
Supply of Packing Crates		
IT Equipment Relocation		
Packing of Fragile and/or Non Fragile Items		
Packing and Unpacking of Sequential Material e.g. Files and books etc.		
Dismantling and Unpacking of Furniture		
Supply of Packing Materials in Advance		
General Packing and Handling of High Value Objects <i>Lab Equipment e.g. Microscope, Safety Cabinets, Autoclaves, X-ray Equipment</i> <i>Specialist Items e.g. Piano 's, Art, Servers etc.</i>		
Specialist Handling of large / heavy objects e.g. minus 80 freezers, safes		
Clearance and Disposal Services		
Storage of Items and Retrieval		

Works request form to be issued to Delivery Services operations manager & administrator.

Peter Best (Operations Manager)
 peter@delivery-services.com

Linda McKee (Administrator)
 sales@delivery-services.com



Delivery Services
 16 Genoa Street
 Belfast
 BT12 5BG
 Tel: 02890315080
 Fax: 02890310330