

COMPANY NAME	-
WORK NUMBER	-
EMAIL ADDRESS	-
VAT NUMBER	-

CELL PHONE NUMBER	-
CONTACT PERSON	-
REMOVAL DATE	-
QUOTATION REFERENCE	-

COLLECTION ADDRESS	
FLOOR	
ADDRESS LINE 1	
ADDRESS LINE 2	
SUBURB	
CITY	

DELIVERY ADDRESS	
FLOOR	
ADDRESS LINE 1	
ADDRESS LINE 2	
SUBURB	
CITY	

DESKING	QUANTITY
EXECUTIVE DESK	
BENCH TYPE DESKING	
L-SHAPE DESKING	
COMPUTER STAND	
BASIC WORK DESK	
CREDENZA'S	
PEDESTAL FIX / MOB	
DESK SCREENS	

EQUIPMENT	QUANTITY
COMPUTERS	
MONITORS /SCREENS	
PRINTER DESK TOP	
SHREDDERS	
MULTI-FUNCTIONAL COPIERS	
TELEPHONES	
OVERHEAD PROJECTORS	

CHAIRS / SEATING	QUANTITY
EXECUTIVE CHAIR	
OFFICE CHAIR	
BOARDROOM CHAIRS	
OTTOMANS	
VISTORS/ARM CHAIRS	
ONE SEATER	
TWO SEATER	
THREE SEATER	
CANTEEN CHAIRS	
BARSTOOL	

OTHER EQUIPMENT	QUANTITY
BAR FRIDGE	
FRIDGE (S)	
FRIDGE (L) DOUBLE DOOR	
MICROWAVE	
COFFEE MAKER	
WATER COOLER	
FANS	
AIRCON (MOBILE)	
ICE MAKER	
BAR COUNTER FRIDGE	

FILING AND SHELVING	QUANTITY
FILING CABINETS	
STEEL SHELVING	
STATIONARY 2DOOR	
BULK FILER	
4 DRAW STEEL/WOOD	
DBL DOOR STEEL	
SYSTEMS CABINETS	
OPTI-PLAN 3&4 DRAW	
OPTI-PLAN 5&6 DRAW	

MEETING AREAS	QUANTITY
BOARD ROOM TABLE 6 - 8	
BOARD ROOM TABLE 10 - 16	
BOARD ROOM TABLE 16 - 22	
ROUND TABLE	
TELEPHONE BOTH	
NEST PODS	
FLIP CHARTS	
SIDE SERVER (M)	
SIDE SERVER (L)	

OTHER	QUANTITY
WALL UNIT (M)	
WALL UNIT (L)	
CUPBOARD	
BOOK SHELVE (S)	
BOOK SHELVE (M)	
BOOK SHELVE (L)	
PRINTER STAND	
WHITE BOARD	

MISCELLANEOUS	QUANTITY
WASTEPAPER BINS	
COAT STAND	
SAFE (S)	
SAFE (M)	
SAFE (L)	
MIRRORS	
PICTURES	
FLAT SCREEN TV	
PIN / NOTICE BOARD	

COMMON AREA	QUANTITY
RECEPTION DESK (M)	
RECEPTION DESK (L)	
COFFEE TABLE	
POT PLANT (M)	
POT PLANT (L)	

ARE THERE ANY SERVICE LIFTS?	
CAN ACCESS TO THE LIFTS BE ARRANGED DURNING THE MOVE?	
IS THERE ANY FURNITURE THAT WOULD REQUIRE A HOIST?	
IS THERE A LARGE ENOUGH PARKING AREA FOR TRUCKS?	
IS AN ADDITIONAL PACKING CREW NEED (+/- HOW MANY GUYS)	
NUMBER OF STAFF IN CURRENT BUILDING	
NUMBER OF STAFF IN NEW BUILDING	