

Company: _____
 Address: _____
 Contact: _____
 Contact #: _____

Move Date: _____
 Building Manager: _____
 Building Manager #: _____

Article	CU	Count	Article	CU	Count
Artwork	2		Plants	2	
Picture - Lg.	5				
Whiteboards	4		Lamps/Desk	2	
Glass Tops	2		Lamps/Floor	4	
Easel	5				
			T.V.	5	
Bookcse - Sm.	5				
Bookcse - Lg..	10		Fridge - Lg.	30	
			Fridge - Sm.	10	
Chair-folding/stack	2		Microwave	3	
Chair-desk/arm	10		Water Cooler	5	
Chair Mat	2		Vending Machine	40	
Chair, Executive	20		Trash Can	2	
Chair, Secretary	10		Trash Can - Lg.	4	
Chair, Conference	12				
			Shelving	20	
Credenza	25		Shelving Lg.	35	
Credenza w/Top	45		Racking, Section	35	
Desk-regular	35				
Desk-with return	40		Sofa	30	
Desk-3 pc "U" shape	50		Loveseat	20	
Desk-executive	45		O.S. Chair	15	
			Coffee Table	10	
Lateral File - 2 dr.	15		Phone	4	
Lateral File - 3 dr.	20				
Lateral File - 4 dr.	25		Safe - Sm.	10	
Lateral File - 5 dr.	30		Safe - Lg.	30	
			Bench	5	
Vertical File - 2 dr.	15		Stool	5	
Vertical File - 3 dr.	20				
Vertical File - 4 dr.	25		Standard Office	125	
Vertical File - 5 dr.	30		Executive Office	200	
Supply Cabinet	40				
Sm. Cabinet	10		Cubes - 6 x 6		
End Table	5		Cubes - 6 x 8		
Computer Table	10		Cubes - 8 x 8		
Folding Table	5				
Round Table	10		Plastic Wrap		
Drafting Table	15		Bubble Wrap		
Conference Table	35		Keyboard Bags		
			Speed packs		
Computer	5		Book Carts		
Desk Printer	2		Computer Carts		
Desk Copier/Fax	5		Panel Carts		
Console Copier	15		4 - Wheel Dollies		
Floor Printer	15		Desk Risers		
Server/Phone Rack	20		Big Red		
Monitor	5		Hand Truck		
Rental Crates	3		Floor Protection		
PBO Totes	2.5		Wall Protection		
Totes - Letter	2		Door Pads		
Totes - Legal	3		Tape		
Dish Pack	6		Misc.		
1.5 Carton	1.5				
3.0 Carton	3				
4.5 Carton	4.5				

Total Items
 Total Cubic Feet
 Total Weight

lbs.