

Address

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Contact

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Off-loading point

Loading point

Name/Company: ...………………………

Street: ….…………………………………

ZIP: ………………..………………...……

State: ……………………………………..

Floor: ………………….………………….

Distance to door: ………………………..

Phone: ………………..…………………..

Email: ……..………………………………

Elevator available

No Stopping sign needed

Additional obstacles

(Please fill inbelow in the „notes“ box)

Name/Company: ...……………………...

Street: ……….…………………………...

ZIP: ……………..………………………..

State: ……………………………………..

Floor: ……………….…………………….

Distance to door: ………………………..

Phone: ….………………………………..

Email: ….…………………………………

Elevator available

No Stopping sign needed

Additional obstacles

(Please fill inbelow in the „notes“ box)

dd.mm.YYYY

Desired date of moving

**Good list for company moves**

**(Please fill in amounts only)**

Moving lift Assembly

Decluttering / Clearance Packing

Storage Packing materials

Individual insurance Heavy goods transport

Addition services

|  |  |  |  |
| --- | --- | --- | --- |
|  | Desk max. 1,6 m | 10 |  |
|  | Desk over 1,6 m | 14 |  |
|  | Corner desks / L-shape desks | 16 |  |
|  | Typewriter desk | 4 |  |
|  | PC desk with porch | 8 |  |
|  | Table max 1 m, without drawers & shelves | 3,5 |  |
|  | Table over 1 m, without drawers & shelves | 4,5 |  |
|  | Drafting table / height or tilt adjustable | 12 |  |
|  | Under desk file cabinets & storage | 3 |  |
|  | Filing cabinet | 4 |  |
|  | Office chair | 3 |  |
|  | Chair - non-stackable | 3 |  |
|  | Chair - stackable | 1,5 |  |
|  | Couch, per seat | 4 |  |
|  | Armchair | 6,5 |  |
|  | Armless chair | 4 |  |
|  | Filing cabinet, 2 doors, not dismountable | 8 |  |
|  | Attachment / Accessory for filing cabinet | 3 |  |
|  | m cupboards, whole shelves | 8 |  |
|  | Rolling filing cabinet | 8 |  |
|  | m cupboards, dismountable for transport | 4 |  |
|  | Plan & drawing cabinet max. 0,8 m | 5 |  |
|  | Plan & drawing cabinet over 0,8 m | 8 |  |
|  | Suspension filing cabinet | 6 |  |
|  | Sideboard | 12 |  |
|  | Glass cabinet | 10 |  |
|  | High desk | 5 |  |
| **Subtotal** |  |  |  |

Additional services

Square meter: ………………………………….

Description: …………………………………….

Amount: …..…………………………………….

Amount: …..…………………………………….

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Paint work

Renovation

Dismounting light

Installing light

Dismounting curtain pole

Mounting curtain pole

Dismantling shutter

Mounting shutter

Dismantling blinds

Installing blinds

Dismounting decoratives

Mounting decoratives

Anzahl

Umzugsgut

RE

Gesamt

|  |  |  |  |
| --- | --- | --- | --- |
|  | Monitor (flat screen) | 2 |  |
|  | PC | 2 |  |
|  | Printer max. 40 x 40 x 40 cm | 2 |  |
|  | Plotter or Printer over 40 x 40 x 40 cm | 9 |  |
|  | Copier small | 8 |  |
|  | Copier big | 12 |  |
|  | Picture max. 1,0 m | 2,5 |  |
|  | Flip chart, board oder mirror | 1 |  |
|  | Table or floor lamp | 2 |  |
|  | Ceiling lamp | 2 |  |
|  | Plant max. 1,2 m height | 5 |  |
|  | Plant over 1,2 m height | 12 |  |
|  | Safe (Fill in dimensions in the bow below) | / |  |
|  | Upright piano | 20 |  |
|  | Grand piano (Fill in dimensions in the box below) | / |  |
|  | bookshelf (e.g. Billy) | 8 |  |
|  | Divider wall, per m | 3 |  |
|  | Server cabinet | 20 |  |
|  | USM Haller System, per m width | 10 |  |
|  | Books/filing boxes, per 50 cm | 0,8 |  |
|  | Big moving box | 1 |  |
|  | Wardrobe packing box | 6 |  |
|  | TV (flat screen) max. 0,8 m width | 5 |  |
|  | TV (flat screen) over 0,8 m width | 8 |  |
|  | Filing cabinet, per m width (dismountable) | 8 |  |
|  | Picture max. 2 x 2 m | 7,5 |  |
|  | Ikea Expedit shelving unit max. 4 x 4 shelves | 12 |  |
|  | Ikea Expedit shelving unit max. 5 x 5 shelves | 4 |  |
|  | Basic moving box | 1 |  |
|  | Bin | 2 |  |
|  | Magnet board | 2 |  |
|  | Pinboard | 2 |  |
|  | Wardrobe | 3 |  |
|  | Coat stand | 2 |  |
|  | Fan | 3 |  |
|  | Linear meters (of shelf space) for files | 1,5 |  |
|  | Dish washer | 5 |  |
|  | Microwave | 3 |  |
|  | Coffee machine | 3 |  |
|  | Dresser | 7 |  |
|  | Standing desk | 5 |  |
| **Subtotal** |  |  |  |

Amount

Moving goods

RE

Total

|  |  |  |  |
| --- | --- | --- | --- |
|  | Visitor chair | 2 |  |
|  | Cupoard 5 folder heights (5 x 36 cm) | 10 |  |
|  | Sideboard 2 folder heights ( 2 x 36cm) | 6 |  |
|  | Sideboard 3 folder heights (3 x 36 cm) | 8 |  |
|  | Whiteboard | 2 |  |
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|  |  |  |  |
| **Total** |  |  |  |

Amount

Moving goods

RE

Total

Signature agent

Signature principal

Notes