

[Your Company Name]

[Your Street Address]

[Your City] [Your Postcode]

[Your Telephone number]

[Your Email Address]

Removal Job Schedule

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Customer Name	:				
From Address:					
To Address:					
Move Out Date:			Move In Date:		
Approx Start Time	:		Approx End Time		
Required Number Vehicles:	of		Vehicle Type(s):		
Required Number Drivers:	of		Required Numbe Porters:	r of	
Materials to Add t	o Vehicle:				
Packing Materials	:	Yes/No	Floor Covers:		Yes/No
Wardrobe Cartons	5	Yes/No	Tool Kit:		Yes/No
Sack Barrow:		Yes/No	Quilted Covers:		Yes/No
Requested Service	es:				
Packing:	Yes/No	Dismantling:	Yes/No	Reassembly:	Yes/No



List of Items for Removal – Bedrooms (Indicate number to be moved)					
Wardrobes	Chests of Drawers	Dressing Table	Duvan Bed (Single)	Duvan Bed (Double+)	
Bedside Table	Bunk Beds	Headboards	Mattresses (Single)	Mattresses (Double+)	
Mirror (Freestanding)	Cot	Washstand and Tub	Armchair	Stool	
Ottoman	Bookcase	Framed Mirror	Framed Picture	Other Large Items	

Sofa (2 seat) Sideboard Thair TV Unit	Armchair Coffee Table TV	Cabinet Roll top Desk Stereo Unit
hair TV Unit	TV	Stereo Unit
Monitor	Framed Pictures	Framed Mirrors
Piano (Upright)	Piano (Grand)	Piano Stool
		Other Large Items
	Piano (Upright) Overmantel	

List of Items for Removal – Dining Room					
Dining Table	Dining Chair	Sideboard	Welsh Dresser	Framed Pictures	
Framed Mirrors	Bookcase	Bench	Rugs	Other Large Items	

List of Items for Removal – Kitchen and Hall



Microwave	Cooker (Standard)	Cooker (Double)	Fridge (Counter)	Freezer (Counter)
Fridge Freezer (Stnd)	Fridge Freezer (US)	Freezer (Chest)	Washing Machine	Tumble Dryer
Kitchen Cabinet	Kitchen Table	Kitchen Chair	Cupboard	Hat Stand
Hall Table	Storage Unit	Framed Mirrors	Frames Pictures	Other Large Items

Wheelbarrow	Lawn Mower (elect)	Lawn Mower (Petrol)	Lawn Mower (Ride)	Sunlounger
Coiled Hope Pipe	Garden Tools	Bin (Non-Council)	Ladder	Garden Table
Garden Seats	Storage Box	Umbrella + Weight	Bicycles	Work Bench
Potted Plants	BBQ	Picnic Table	Large Garden Toys	Other Large Items

List of Items for Removal – Packed Boxes					
Packing Box (Large)	Packing Box (Med)	Packing Box (Small)	Wardrobe Box	Suitcase	
Trunk	Bundled Blankets	Chests	Crates	Miscellaneous.	