|  |  |
| --- | --- |
|  | [Your Company Name]  [Your Street Address]  [Your City] [Your Postcode]  [Your Telephone number]  [Your Email Address] |

**Removal Job Schedule**

|  |  |
| --- | --- |
| Customer Name: |  |
| From Address: |  |
| To Address: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Move Out Date: |  | Move In Date: |  |
| Approx Start Time: |  | Approx End Time |  |
| Required Number of Vehicles: |  | Vehicle Type(s): |  |
| Required Number of Drivers: |  | Required Number of Porters: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Materials to Add to Vehicle: | | | |
| Packing Materials: | Yes/No | Floor Covers: | Yes/No |
| Wardrobe Cartons | Yes/No | Tool Kit: | Yes/No |
| Sack Barrow: | Yes/No | Quilted Covers: | Yes/No |

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| Requested Services: | | | | | |
| Packing: | Yes/No | Dismantling: | Yes/No | Reassembly: | Yes/No |

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| 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 |
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| List of Items for Removal – Lounge | | | | |
| Sofa (4 seat) | Sofa (3 Seat) | Sofa (2 seat) | Armchair | Cabinet |
|  |  |  |  |  |
| Bureau | Wall Unit | Sideboard | Coffee Table | Roll top Desk |
|  |  |  |  |  |
| Desk | Office/Gaming Chair | TV Unit | TV | Stereo Unit |
|  |  |  |  |  |
| Stereo | Speakers | Monitor | Framed Pictures | Framed Mirrors |
|  |  |  |  |  |
| Bookcase | Nest of Tables | Piano (Upright) | Piano (Grand) | Piano Stool |
|  |  |  |  |  |
| Lamp | Rugs | Overmantel | Grandfather Clock | Other Large Items |
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| List of Items for Removal – Dining Room | | | | |
| Dining Table | Dining Chair | Sideboard | Welsh Dresser | Framed Pictures |
|  |  |  |  |  |
| Framed Mirrors | Bookcase | Bench | Rugs | Other Large Items |
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| 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 |
|  |  |  |  |  |

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| List of Items for Removal – Outside 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 |
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| 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. |
|  |  |  |  |  |