

Office Removals Job Sheet Template

Basic details:

Moveman Client ID.	<input type="text"/>	Job Reference.	<input type="text"/>
Job Reference.	<input type="text"/>	Company Registration No	<input type="text"/>
Account Manager	<input type="text"/>	P.O Number	<input type="text"/>
Contact 1:	<input type="text"/>	Mob/Tel No.	<input type="text"/>
		Email	<input type="text"/>
Contact 2:	<input type="text"/>	Mob/Tel No.	<input type="text"/>
		Email	<input type="text"/>
Contact 3:	<input type="text"/>	Mob/Tel No.	<input type="text"/>
		Email	<input type="text"/>
Date (s) of Move	<input type="text"/>	Phase 1	<input type="text"/>
		Phase 2	<input type="text"/>
		Phase 3	<input type="text"/>

NOTES

Approximately how many people are moving?

Are we decom/recom/moving IT? YES NO

Are we moving Furniture? YES NO

Overview of the move:

Are we packing? YES NO

ADDRESSES

Type.	<input type="text"/>	Type.	<input type="text"/>
Building Name.	<input type="text"/>	Building Name.	<input type="text"/>
Street.	<input type="text"/>	Street.	<input type="text"/>
City.	<input type="text"/>	City.	<input type="text"/>
County.	<input type="text"/>	County.	<input type="text"/>
Postcode.	<input type="text"/>	Postcode.	<input type="text"/>
Site Contact.	<input type="text"/>	Site Contact.	<input type="text"/>
Telephone No.	<input type="text"/>	Telephone No	<input type="text"/>
Fire Muster Point.	<input type="text"/>	Fire Muster Point.	<input type="text"/>
Type.	<input type="text"/>	Type.	<input type="text"/>
Building Name.	<input type="text"/>	Building Name.	<input type="text"/>
Street.	<input type="text"/>	Street.	<input type="text"/>
City.	<input type="text"/>	City.	<input type="text"/>
County.	<input type="text"/>	County.	<input type="text"/>
Postcode.	<input type="text"/>	Postcode.	<input type="text"/>
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Telephone No.	<input type="text"/>	Telephone No.	<input type="text"/>
Fire Muster Point	<input type="text"/>	Fire Muster Point.	<input type="text"/>