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EMAIL ADDRESS:

PACKING REQUIRED:

MOVING TO:

INSURANCE REQUIRED

VALUE: R

DATE OF MOVE:

**RECEPTION AREA**

QTY	ITEMS	SIZE	
	RECEPTION DESK	SML	
	RECEPTION DESK	MED	
	RECEPTION DESK	LRG	
	DESK STANDARD	SML	
	DESK STANDARD	MED	
	DESK STANDARD	LRG	
	DESK L-SHAPE	SML	
	DESK L-SHAPE	MED	
	DESK L-SHAPE	LRG	
	CHAIR		
	FAX MACHINE	SML	
	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		
	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		

**BOARDROOM**

QTY	ITEMS	SIZE	
	TABLE -4 SEATER		
	TABLE -6 SEATER		
	TABLE -8 SEATER		
	TABLE -10 SEATER		
	TABLE -12 SEATER		
	CHAIRS	S	
	SIDEBOARD	S	
	SIDEBOARD	M	
	SIDEBOARD	L	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	SCREEN		
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	HOSTESS TROLLEY		
	TEA TROLLEY		
	CARPETS / RUGS		
	MIRROR	S	
	MIRROR	M-L	

**KITCHEN**

QTY	ITEMS	SIZE	
	FRIDGE	BAR	
	FRIDGE	SML	
	FRIDGE	MED	
	FRIDGE	LRG	
	STOVE		
	DISH WASHER		



	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		
	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	OFFICE PARTITION SCREEN		

	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		
	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	OFFICE PARTITION SCREEN		

**OFFICE 3**

**OFFICE 4**

QTY	ITEMS	SIZE	
	DESK STANDARD	SML	
	DESK STANDARD	MED	
	DESK STANDARD	LRG	
	DESK L-SHAPE	SML	
	DESK L-SHAPE	MED	
	DESK L-SHAPE	LRG	
	CHAIR		
	FAX MACHINE	SML	
	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		

QTY	ITEMS	SIZE	
	DESK STANDARD	SML	
	DESK STANDARD	MED	
	DESK STANDARD	LRG	
	DESK L-SHAPE	SML	
	DESK L-SHAPE	MED	
	DESK L-SHAPE	LRG	
	CHAIR		
	FAX MACHINE	SML	
	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		

	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	OFFICE PARTITION SCREEN		

	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	OFFICE PARTITION SCREEN		

**OFFICE 5**

**OFFICE 6**

QTY	ITEMS	SIZE	
	DESK STANDARD	SML	
	DESK STANDARD	MED	
	DESK STANDARD	LRG	
	DESK L-SHAPE	SML	
	DESK L-SHAPE	MED	
	DESK L-SHAPE	LRG	
	CHAIR		
	FAX MACHINE	SML	
	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		
	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	OFFICE PARTITION SCREEN		

QTY	ITEMS	SIZE	
	DESK STANDARD	SML	
	DESK STANDARD	MED	
	DESK STANDARD	LRG	
	DESK L-SHAPE	SML	
	DESK L-SHAPE	MED	
	DESK L-SHAPE	LRG	
	CHAIR		
	FAX MACHINE	SML	
	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		
	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	OFFICE PARTITION SCREEN		


**OFFICE 7**

QTY	ITEMS	SIZE	
	DESK STANDARD	SML	
	DESK STANDARD	MED	
	DESK STANDARD	LRG	
	DESK L-SHAPE	SML	
	DESK L-SHAPE	MED	
	DESK L-SHAPE	LRG	
	CHAIR		
	FAX MACHINE	SML	
	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		
	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	OFFICE PARTITION SCREEN		


**OFFICE 8**

QTY	ITEMS	SIZE	
	DESK STANDARD	SML	
	DESK STANDARD	MED	
	DESK STANDARD	LRG	
	DESK L-SHAPE	SML	
	DESK L-SHAPE	MED	
	DESK L-SHAPE	LRG	
	CHAIR		
	FAX MACHINE	SML	
	FAX MACHINE	MED	
	FAX MACHINE	LRG	
	PHOTOCOPIER	SML	
	PHOTOCOPIER	MED	
	PHOTOCOPIER	LRG	
	PRINTER		
	COMPUTER		
	COMPUTER STAND		
	CREDENZA	SML	
	CREDENZA	MED	
	CREDENZA	LRG	
	FILING CABINET 1DOOR		
	FILING CABINET 2DOOR		
	FILING 2 DRAWER		
	FILING 3 DRAWER		
	FILING 4 DRAWER		
	BOOKCASE	SML	
	BOOKCASE	MED	
	BOOKCASE	LRG	
	CABINET	SML	
	CABINET	MED	
	CABINET	LRG	
	DRAWING BOARD		
	WHITE BOARD		
	PAINTINGS / PICTURES		
	OFFICE PARTITION SCREEN		