

IMPORTANT: This form, when completed, must be confirmed by the Management Office a minimum of 48 hours in advance of the contemplated move. To avoid any potential scheduling issues, we recommend booking the freight elevator as early as possible. **FREIGHT ELEVATOR HOURS OF OPERATION:** The freight elevator can only be reserved outside of regular business hours (Monday to Friday from 6 pm to 6 am). Additional service personnel are required for dock supervision.

Company name:		Suite No:
Tenant representative first and last name:		Title:
Telephone:	Email address:	
Signature:	Date submitted dd-mm-yyyy:	

IMPORTANT: The tenant will be responsible for any damage caused as a result of the move.

Reservation date dd-mm-yyyy:	Start time:	Finish time:
Goods to be moved (provide a brief description):		
Carrier company name:		
Carrier's onsite representative first and last name:	Telephone no:	
Email address:	Number of onsite personnel:	
Additional comments:		

This section of the form is to be completed by the management office.

Received by:	Date dd-mm-yyyy:	Time:
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