



## **CUSTOMER REQUIREMENTS** **INVENTORY FORM/SITE SURVEY**

This document is designed to help you to give us the information that we need in order to decide if there are any health & safety issues, how much work, time and resources we need to give to your removal. Please take the time to fill this document in carefully, so you provide us with accurate information necessary for your final quote.

### **Health & Safety...**

The key to a successful home move is to make sure that you and your family get through it without accident or injury. When moving house, you are exposed to a higher risk of injuries caused by tripping over obstacles and lifting heavy items incorrectly. Please ensure:

Tie up all electrical cables

Look after your back

Don't block pathways with boxes and clutter

Pack boxes with heaviest things at the bottom

Pack light objects in big boxes and heavy items in small boxes

Stack boxes with the heaviest items at the bottom

### **If we are doing the packing...**

Where the customer accepts a quotation, which includes the packing, please note that we will have included the supply of labour and packing materials in our quotation, so there will be no additional charges for this work.

### **If you are doing the packing...**

If you decide to do your own packing, but then find you have not been able to complete the task, we are happy to help, but will need at least a couple of days notice. This will allow us to ensure that we send the necessary number of staff and packing materials in order to complete the packing. This service will incur an additional charge to our original quotation if it was not agreed that we would help to pack at the outset.

**PLEASE COMPLETE THE FOLLOWING SURVEY DOCUMENT FORM AS FULLY AS POSSIBLE AND RETURN TO US. REMEMBER IT'S ALWAYS BETTER TO INCLUDE TOO MUCH INFORMATION RATHER THAN NOT ENOUGH!**

# CUSTOMER REQUIREMENTS INVENTORY

**Your Name:**

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**Phone:**

**Mobile:**

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**Fax:**

**e-mail:**

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**Moving Date? (Date Flexible- Yes/No)** \_\_\_\_\_

**Address Moving FROM** (Indicate if same as correspondence address)

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**Building Type** (please tick) and indicate floor number where applicable

Farm \_\_\_\_ House \_\_\_\_ Bungalow \_\_\_\_ Flat \_\_\_\_ on Floor No \_\_\_\_ Lifts Y/N

Describe the access and parking facilities (this is to plan how many & what size of vehicle is required) i.e. cars parked on street throughout the day, busy street, quiet cul-de-sac, and anything else that could be important. It's essential to indicate any height restrictions, double lines, red lines, low trees, steps to the property and distance from your house to where the vehicle can park.

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**Address Moving TO** (If into store please state this, and delivery address from store if known)

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***Move to Address (continued)***

**Building Type** (please tick) and indicate floor number where applicable

Farm \_\_\_\_ House \_\_\_\_ Bungalow \_\_\_\_ Flat \_\_\_\_ on Floor No \_\_\_\_ Lifts Y/N

Describe the access and parking facilities (this is to plan how many & what size of vehicle is required) i.e. cars parked on street throughout the day, busy street, quiet cul-de-sac, and anything else that

could be important. It's essential to indicate any height restrictions, double lines, red lines, low trees, steps to the property and distance from your house to where the vehicle can park.

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**Important: please indicate how many of each item**

**Bedrooms**

Wardrobe (2 door)	_____	Double Wardrobe	_____
Single Wardrobe	_____	5' Divan & Mattress	_____
4'6" Divan & Mattress	_____	3' Divan & Mattress	_____
Bunk Beds	_____	Bedside Cabinets	_____
Baby's Cot	_____	Large Chest of Drawers	_____
Cabin Bed	_____	Table Lamps	_____
Small Chest of Drawers	_____	Folding Bed	_____
Blanket Box	_____	Ottoman	_____
Dressing Table	_____	Linen Basket	_____
Tall Boy	_____	Bedroom Chair	_____
Portable TVs	_____	Video	_____
DVD Player	_____	Hi Fi	_____
Computer	_____	Trouser Press	_____

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**Lounge**

2 Seater Settee	_____	3 Seater Settee	_____
Armchairs	_____	Wall Unit	_____
Bookcase	_____	China Cabinet	_____
Occasional Table	_____	Coffee Table	_____
Nest of Tables	_____	Sideboard	_____
Bureau	_____	Standard Lamp	_____
Television	_____	TV & Video Cabinet	_____
Music Centre	_____	Gateleg Table	_____
Video Player	_____	Music Cabinet	_____
Sewing Machine	_____	DVD Player	_____

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**Conservatory Items**

Settee	_____	Armchairs	_____
Table	_____	Chairs	_____
Occasional table	_____		

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### **Dining Room**

Dining Table	_____	Dining Chairs	_____
Dresser	_____	Hostess Trolley	_____
Drinks Cabinet	_____	Corner Cupboard	_____

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### **Kitchen**

Cooker	_____	Washing Machine	_____
Tumble Dryer	_____	Fridge	_____
Fridge/Freezer	_____	Upright Freezer	_____
Chest Freezer	_____	Dishwasher	_____
Microwave	_____	Table	_____
Chairs	_____	Stools	_____
Kitchen Cabinet	_____	Base Unit	_____
Wall Unit	_____	Vacuum Cleaner	_____

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### **Office / Study**

Computer	_____	Computer Desk	_____
Roll Top Desk	_____	Chair	_____
Book Cases / Shelves	_____	Filing Cabinet	_____

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### **Bathroom**

Cabinet	_____	Mirror	_____
Chair	_____	Linen Basket	_____

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### **Other Household Furniture & Objects**

Large Pictures	_____	Large Mirrors	_____
Hat Stand	_____	Small Pictures	_____

#### ***Other Household Furniture & Objects (Continued)***

Large Indoor Plants	_____	Dog Kennel/Basket	_____
Carpets (indicate size)	_____	Underlay (indicate size)	_____
Grandfather Clock	_____	Rugs (indicate size)	_____
Upright Piano	_____	Electric Organ	_____
Gas Heater	_____	Grand Piano (indicate size)	_____
Hall Table / Stand	_____	Fish Tank (indicate size)	_____

Bird/Hamster Cage	_____	Pasting Table	_____
Barometer	_____	Golf Clubs	_____

**Loft Items**

Suitcases	_____	Boxed Xmas Tree	_____
Xmas Decorations (boxes)	_____	Trunks	_____
Boxes	_____	Pictures	_____
Bags	_____	Mirrors	_____
Camping tent	_____		

**Outside/Shed/Green House Contents**

Workbench (size)	_____	Long Ladder	_____
Step Ladder	_____	Wheelbarrow	_____
Swing / Slide	_____	Ride on Mower	_____
Plastic Sand Pit	_____	Plant Tubs	_____
Hedge Trimmer	_____	Ride on Toys	_____
Granite Troughs (size)	_____	Strimmer	_____
Climbing Frame (size)	_____	Hanging Baskets	_____
Lawn Mower	_____	Garden Bench	_____
Patio Table	_____	Garden Tools (spades/forks)	_____
Bicycles	_____	Patio Chairs	_____
Sun Loungers	_____	Barbecue	_____
Dustbin	_____	Birds Table / Bath	_____
Hoses & Reels	_____	Surf Board	_____
Garden Roller	_____	Water Butt	_____
Wendy House	_____	Patio Heaters	_____
Picnic Benches	_____	Ornaments	_____
Gnomes & other garden folk	_____	Garden Roller	_____
Rabbit Hutch	_____		

**Any Additional Items**

**Do you want us to provide a packing service? (please tick an option)**

<b>Yes.</b>	I want Fast Track Services to do all my packing	_____
<b>No.</b>	I do not want Fast Track Services to do my packing	_____
<b>Yes.</b>	I want Fast Track Services to do part of my packing	_____
	China & Glass	_____
	Ornaments & pictures	_____
	Kitchenware	_____

Books/tapes/videos/records \_\_\_\_\_  
Shoes/linen/bedding/clothes \_\_\_\_\_  
Toys \_\_\_\_\_  
Garage/shed contents \_\_\_\_\_

**Do you want specialist packing?**

Specialist (Export) packing is to a very high standard for delicate and valuable items.  
Please list items requiring specialist (export) packing below:

**We can also offer additional services**

Would you like us to? (Please tick an option if required)

Dismantle and re-erect furniture (detail furniture) \_\_\_\_\_  
Take down curtains/shades (indicate number) \_\_\_\_\_  
Lift/move carpets (indicate number) \_\_\_\_\_  
Remove goods from loft \_\_\_\_\_

**How many cartons do you think you will require us to pack?**

China & glass (1 carton holds approximately 1 single kitchen cupboard) \_\_\_\_\_  
Books (1 carton holds approximately 3 ft of shelf space) \_\_\_\_\_  
Food stores/drink (1 carton holds approximately 1 single kitchen cupboard) \_\_\_\_\_  
Linen (1 carton holds approximately 1 airing cupboard shelf) \_\_\_\_\_  
Miscellaneous (1 carton holds approximately 1 single medium cupboard) \_\_\_\_\_  
Clothing (1 portable wardrobe hold approximately 2ft of hanging space) \_\_\_\_\_

**If you wish to pack your own boxes please state number** \_\_\_\_\_

**Extra Charges**

Under our contract conditions, additional charges can be made in the following circumstances:

1. If we offer services over and above those included in the accepted quotation.
2. If we are asked to do additional packing.
3. Delays which mean we cannot load or unload at the agreed times.
4. Difficulties of access involving unreasonably long distances to carry goods, or which, where lifts are not available, will make the job longer.

I declare the value of the goods to be moved as £ \_\_\_\_\_

Please provide a written quotation without obligation, based on the details provided on this form.

**I understand this does not commit me to anything.**

**Signed** \_\_\_\_\_

**Name Printed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Additional Comments:**

**Thank You For Your Enquiry!**

**Fast Track Services (FTS) Ltd**  
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