



Tel: 0861 333 539
Fax: 086 648 7086
info@keymoves.co.za
www.keymoves.co.za

SURVEY LIST

Please complete this form and email/fax it back to Key Moves

Your quote will be based on the information you supply

Name: _____

Tel: _____

Email: _____

Fax: _____

Cell: _____

Requested Removal Date: _____

Is this date Flexible: Yes No

Quotation

Preferred delivery method: Email Fax

Payment Private Company

If Company, Company name _____

Do you need storage? Yes No

Approximate period: _____ months

Do you need a packing service? Yes No

Pick-up Address: _____

Delivery Address: _____

Province: _____

Province: _____

Large Vehicle Access? Yes No

Distance - door to truck: _____ metres

Large Vehicle Access? Yes No

Distance - door to truck: _____ metres

Type of Residence: Complex/Townhouse/Flat
 Stand alone house
 Commercial (office)

Type of Residence: Complex/Townhouse/Flat
 Stand alone house
 Commercial (office)

Number of Floors: Ground Floor
 1st Floor
 2nd Floor
 3rd Floor or more

Number of Floors: Ground Floor
 1st Floor
 2nd Floor
 3rd Floor or more

IMPORTANT NOTE:

Your quotation will be based on the inventory supplied, please be accurate

Reception / Offices / Passages	
Item	Quantity
Reception Desks	-----
L-Shape Desks	-----
Long Desks	-----
Tables (Small)	-----
Tables (Medium)	-----
Tables (Large)	-----
Boardroom Tables	-----
Round Tables	-----
Directors Chairs	-----
Chest of Drawers	-----
Office Chairs	-----
Leather Chairs	-----
Couch (1 Seater)	-----
Couch (2 Seater)	-----
Couch (3 Seater)	-----
Credenzas	-----
Pot Plants (Small)	-----
Pot Plants (Medium)	-----
Pot Plants (Large)	-----
Computers	-----
Fax Machines	-----
Printers	-----
Photo Copiers	-----
Overhead Projectors	-----
Television	-----
White Boards	-----
Drawing Boards	-----
Mirrors	-----
Pictures / Paintings	-----
Stationary Cupboard	-----
Filing Cabinet (doors)	-----
Filing Cabinet (drawers)	-----
2 Door Cupboards	-----
Steel Racks	-----
Safe (Large)	-----
Safe (Medium)	-----

Reception / Offices / Passages cont...	
Item	Quantity
Safe (Small)	-----
Carpets Rugs	-----
Wall Units	-----
Bookcase (Small)	-----
Bookcase (Medium)	-----
Bookcase (Large)	-----
Heaters / Fans	-----
Phones	-----
Rubbish Bins	-----
Loose Trays	-----
Archive Boxes	-----
Curtains / Blinds	-----
Boxes	-----
MNET / Video / DSTV	-----

Kitchen / Canteen / Bar cont...	
Item	Quantity
Microwave	-----
Stove	-----
Dish Washer	-----
TV	-----
TV Cabinet	-----
MNET / Video / DSTV	-----
Boxes	-----

Kitchen / Canteen / Bar	
Item	Quantity
Tables (Small)	-----
Tables (Medium)	-----
Tables (Large)	-----
1 X 1 Seater Couch	-----
Dustbin	-----
1 X 2 Seater Couch	-----
1 X 3 Seater Couch	-----
Glass Front Cabinets	-----
Steel Cabinets	-----
Chest Freezer	-----
Fridge / Freezer	-----
Griller	-----
Bar Stools	-----
Office Chair	-----
Stacking Chairs	-----
Arm Chairs	-----
Washing Machine	-----

Garden / Garage / Storeroom	
Item	Quantity
Table (Garden) Small	-----
Table (Garden) Medium	-----
Table (Garden) Large	-----
Chair	-----
Chairs (Folding)	-----
Chairs (Stacking)	-----
Braai (Small)	-----
Braai (Medium)	-----
Braai (large)	-----
Fridge / Freezer	-----
Patio Heater	-----
Spade / Fork / Rake	-----
Weed Eater	-----
Umbrella	-----
Pot Plant (Small)	-----
Pot Plant (Medium)	-----
Pot Plant (Large)	-----
Water Features	-----
Boxes	-----
Lawnmower	-----
Wheelbarrow	-----
Shed	-----

Miscellaneous Items		
Item	Quantity	Description/Dimensions
1	-----	-----
2	-----	-----
3	-----	-----
4	-----	-----
5	-----	-----
6	-----	-----
7	-----	-----
8	-----	-----
9	-----	-----
10	-----	-----
11	-----	-----
12	-----	-----

Anything Extra / Any Comments / Anything else we need to know?