



MOVING ITEM LIST FOR OFFICE

Client :	Reference No. :
Original Add. :	Destination Add. :
Contact :	Moving Date :
Phone :	Coordinator :
Fax :	Phone :
E-mail :	Fax :

P = Packing & Move Items

DESCRIPTION	Qty	DESCRIPTION	Qty
System Furniture		Chairs	
Partition		Conference Chair	
Director Desk		Executive Chair	
Manager Desk		Folding Chair	
Staff Desk		Guest Chair	
L Desk		High Chair	
Conference Table		Office Chair	
Meeting Table		Sofa 1-Seater	
Workshop Table		Sofa 2-Seater	
Bench		Sofa 3-Seater	
Reception table			
Coffee Table		Office Accessories	
End Table		Plant	
		Safe	
		Sample & goods	
		Panaboard	
		Wall Pictures	
		Whiteboard	
		Trolley	
Filing		Fan	
Bookcase			
Cargo Rack			
Compactus			
Display Cabinet			
High Cabinet			
Four Drawers Cabinet			
Hanging Cabinet		Electronics Appliance	
Mobile pedestal		Refrigerator	
Executive Cabinet		Microwave	
Low Cabinet		Water Machine	
Three Drawers Cabinet		Fax	
Locker		Panaboard	
Mid-Size Cabinet		Copier	
Computer Accessories		Boxes	
Computer		Document	
Printer		Goods	
Server Rack		Library Documents	
Server System		Kitchenwares	
Small Equipment			
Sub-Total :		Sub-Total :	