



VERY IMPORTANT INSTRUCTIONS FOR

YOUR OFFICE MOVE

- 1. Reserve several parking spaces at both your present and new locations AS CLOSE TO YOUR FRONT DOOR AS POSSIBLE.
2. Reserve the FREIGHT ELEVATOR (and LOADING DOCK if applicable) at your present location (in writing).
3. Have the ELEVATOR COMPANY placed on 'STANDBY' alert at both your present and new locations.
...
15. OTHER: \_\_\_\_\_

INSTRUCTIONS RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_