

## COMMERCIAL REMOVALS, STANDARD TALLY SHEET

MOVER: \_\_\_\_\_  
 REP. BY: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ SURVEY DATE \_\_\_\_\_  
 APPROX. MOVING DATE: \_\_\_\_\_

CUSTOMER: \_\_\_\_\_  
 REP. BY: \_\_\_\_\_ TEL: \_\_\_\_\_  
 FROM: \_\_\_\_\_ FL.: \_\_\_\_\_  
 TO: \_\_\_\_\_ FL.: \_\_\_\_\_

Estimate Requested on basis of:

STRAIGHT TIME       OVERTIME       COMBINATION

TAGGING & MARKING BY       MOVER       CUSTOMER

Packing by:       MOVER       CUSTOMER

Unpacking by:       MOVER       CUSTOMER

Customers Remarks:  
 POSSIBLE CHANGES, \_\_\_\_\_  
 REVISIONS OR \_\_\_\_\_  
 EXCLUSIONS WHICH MAY \_\_\_\_\_  
 AFFECT THE ESTIMATE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>OLD PREMISES</b>	<b>SERVICE FACILITIES</b>	<b>NEW PREMISES</b>
<input type="checkbox"/>	Elevators	<input type="checkbox"/>
<input type="checkbox"/>	Platform	<input type="checkbox"/>
<input type="checkbox"/>	flights carry flights	<input type="checkbox"/>
<input type="checkbox"/>	via basement	<input type="checkbox"/>
<input type="checkbox"/>	street lift	<input type="checkbox"/>
<input type="checkbox"/>	times - elev. transfers - times	<input type="checkbox"/>
<input type="checkbox"/>	hoisting	<input type="checkbox"/>
<input type="checkbox"/>	lowering	<input type="checkbox"/>

Push jobs - no vans: Distance from point of exit to point of entrance: \_\_\_\_\_ feet

OTHER WORK \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE & LOFT TALLY	QUANTITY	TOTAL	UNITS PER LOAD	LOADS
▲ CREDENZAS			14	
DESKS (and TABLES 4 FT. and over)			14	
DESKS, MODULAR			10	
▲ LATERAL FILES:				
2 and 3 drawers			26	
4 drawers and over			14	
Over Lateral File Units			50	
TRANSFER FILES			100	
FILE CABINETS (2 to 5 drawers)			26	
FILE DRAWERS, CHECK OR TAB SIZE			300	
BOOKCASES (single section) (loaded or empty)			100	
BOOK CASES, other than sectional (15 cu. ft. and over)			20	
BOOK BOXES OR BOOK CARTONS (note 1)			100	
STATIONERY CABINETS (all sizes)			14	
SAFES, OFFICE MACHINES AND ADDRESSOGRAPH CABINETS with contents, less than 1000 pounds			14	
SAFES, OFFICE MACHINES & ADDRESSOGRAPH CABINETS with contents, 1000 lbs. or over and CONFERENCE TABLES over 10 feet			4	
DRAFTING TABLES assembled			10	
DRAFTING TABLES ON HORSES			30	
DRAFTING TABLES, tilt top			20	
MAP OR PLAN FILE, individual sections			18	
▲ STEEL OR WOOD SHELVING, K.D. or Sections			25	
▲ SOFAS, SETTEES OR LOVE SEATS			12	
▲ CHAIRS, including CLUB, FOLDING AND STACK			100	
CLOTHING LOCKERS, SINGLE			42	
BIN LOADS ON BASIS OF      CU. FT. OF SHELVING			① 20	
(Note 2)			② 40	

OFFICE & LOFT TALLY continued on reverse  
 ▲ FOR NOTES SEE OPPOSITE SIDE OF PAGE

**Sub-Total Office & Loft Tally Loads**

