

DAVE'S TRANSPORT

OFFICE FURNITURE INVENTORY LIST

We do local moves and long distance in the W Cape, CPT, PE, DBN, BFN & KIM

Cell no: 079 514 5030 Office nr: 021 851 6880 Fax: 086 631 5752

email: davestransport@vodamail.co.za or email: cfmremovals@gmail.com



Please read our Terms and Conditions below

Complete all pages relating to the furniture

THE QUOTE INCLUDES MOVING 50 BOXES, SUPPLIED AND PACKED BY YOURSELF, THEN R10 EXTRA P/BOX

| | | | |
|---|------------------------|--|------------------------|
| Required date of move: | | Do you need Insurance: | Value of Furniture = R |
| Company name: | | Client telephone number: | |
| Contact person: | | Contact person cell number: | |
| Address moving from: | Local or Long distance | Address moving to: | Local or Long distance |
| | | | |
| | | | |
| <u>DISTANCE FROM MOVING ADDRESS TO</u> | | <u>DELIVERY ADDRESS (in Kilometres):</u> | |
| Is this free standing office/office building | | Is this free standing office/office building | |
| | | | |
| How many office rooms: | | How many office rooms: | |
| | | | |
| Which floor if not ground floor: | | Which floor if not ground floor: | |
| | | | |
| Are lifts available - Yes: No: | | Are lifts available - Yes: No: | |
| | | | |
| Access for our vehicle: distance from office to road: | | Access for our vehicle: distance from office to road: | |
| | | | |
| Specify any height restrictions e.g. trees/gates/stairs: | | Specify any height restrictions e.g. floor/lifts/stairs: | |
| | | | |
| Are BOTH premises accessible by Large vehicles: | | Yes: No: | |
| Do you need a packing service: | | Yes: No: | |
| Is dismantling of any furniture required at a further cost: | | Yes: No: | |
| NB: Should the distance from our truck to | | your front door exceed 25 meters there will be cost implications | |

| Description | Qty | S/M/L | Description | Qty | S/M/L | Description | Qty | S/M/L |
|-----------------------|-----|-------|-----------------------------|-----|-------|------------------------------------|-----|-------|
| RECEPTION AREA | | | BOARD ROOM | | | ADMIN OFFICE 2 | | |
| 3 or 4 Seater Couch | | | Round/rectang table 6 seat | | | Desk | | |
| 2 Seater Couch | | | Round/rectang table 8 seat | | | Desk | | |
| 1 Seater Couch | | | Round/rectang table 10 seat | | | Desk L Shape | | |
| L – Shape Couch | | | Round/rectang table 12 seat | | | Chairs | | |
| Armchair | | | Board room Chairs | | | Visitor Chairs | | |
| Reception Desk | | | Side Board | | | Photocopy table | | |
| Wall /TV Units | | | Hot Tray/Trolley | | | Photocopy machine | | |
| Paintings/mirrors | | | MEETING ROOM | | | Steel Filing Cabinets | | |
| Standing lamps/lamps | | | Round Table (4/6/8) seater | | | Wooden Filing Cabinets | | |
| TV/Flat Screen | | | Chairs | | | Other: | | |
| DSTV Decoder/modem | | | Room Divider | | | | | |
| Video/DVD recorder | | | Other: | | | STOREROOM/OTHER: | | |
| Coffee tables | | | | | | Cabinets | | |
| Other: | | | | | | Bookshelves | | |
| | | | DIRECTORS OFFICE 1 | | | | | |
| | | | Desk | | | | | |
| RESTROOMS | | | Coffee table | | | BOXES | | |
| Baskets | | | Chair | | | Small | | |
| Small bins | | | Visitor Chairs | | | Medium | | |
| Mirrors | | | Cupboard | | | Large | | |
| | | | Other: | | | Boxes - X-large | | |
| KITCHEN | | | | | | Crates | | |
| Stove | | | | | | Max 50 - Then R10 extra/box | | |
| Single Fridge | | | DIRECTORS OFFICE 2 | | | | | |
| Side by Side Fridge | | | Desk | | | | | |
| Mini Bar Fridge | | | Coffee table | | | | | |
| Microwave | | | Chair | | | OTHER: | | |
| Washing machine | | | Visitor Chairs | | | Pot plants (S) | | |
| Tumble Drier | | | Cupboard | | | Potplants (M) | | |
| Dishwasher | | | Other: | | | Potplants(L) | | |
| Coffee machine | | | | | | | | |
| Waste Bin | | | | | | | | |
| Vacuum cleaner | | | ADMIN OFFICE 1 | | | | | |
| Kitchen table | | | Desk | | | OUTDOOR FURNITURE | | |
| Chairs | | | Desk | | | Wrought iron table | | |
| Cupboards | | | Desk L Shape | | | Wrought iron chairs | | |
| Water Dispenser | | | Chairs | | | Wooden patio table | | |
| Other: | | | Visitor Chairs | | | Wooden patio chairs | | |
| | | | Photocopy table | | | Plastic table | | |
| | | | Photocopy machine | | | Plastic chairs | | |
| | | | Steel Filing Cabinets | | | | | |
| BAR AREA: | | | Wooden Filing Cabinets | | | | | |
| Bar Counter | | | Other: | | | OTHER: Please complete | | |
| Bar stools | | | | | | | | |
| | | | | | | | | |
| | | | COMPUTER EQUIPMENT: | | | | | |
| | | | Computers | | | | | |
| | | | Printers | | | | | |
| | | | OTHER: | | | | | |

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
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| | | | | | | | | | |

ADDITIONAL INFO REGARDING ITEMS NOT ON THE LIST ABOVE OR HEAVY ITEMS:

DAVE'S FURNITURE REMOVALS : TERMS AND CONDITIONS

OUR QUOTES ARE VALID FOR FIVE (5) DAYS AND ARE EXCLUDING VAT

It is your obligation to ensure these terms and conditions have been read and understood as ALL work carried out by Dave's Transport (called The Company) is subject to these terms and conditions.

By entering into this contract, the client declares that the goods to be removed are his/her own property, or alternatively that the person(s) who own or have an interest in them, have given him/her authority to enter into this contract, and are aware of these conditions.

CANCELLATION

In the event of cancellation of the provision of the services by the Client, the Client will be liable to and shall immediately on demand pay the following charges:

- Less than 48 hours before the move date: 50% of the quoted fee
- More than 48 hours but less than 5 days before the move date: 25% of the quoted fee
- The Deposit paid by the Client will be set off against any sum due from the Client under this clause

POSTPONEMENT

Notification of postponement must be in writing by recorded delivery or electronic medium that can provide proof of time and date of receipt. The Client will be liable to and shall immediately on demand pay the following charges:

- Less than 48 hours before the confirmed date: 20% of the quoted fee is forfeited
- The Deposit paid by the Client will be set off against any sum due from the Client under this clause

PAYMENT

Unless otherwise agreed in writing, payment is required as follows:

- 50% deposit to by EFT (Electronic Funds Transfer) or cash deposit (add R50 for bank charges) with enough time to reflect (clear) in our account
- Balance in cash on the day of the move
- Direct deposit into The Company's business account on the day of the move with proof of payment to be provided

Please provide proof of payment to The Company once made, either via email or SMS.

You may not withhold any part of the agreed price for any reason whatsoever, unless agreed to by The Company in writing.

DEPOSIT

50% deposit is due by the Client immediately in order to secure the date of the move. In the event that the Client fails to pay the Deposit as stipulated above, The Company reserves the right to cancel provision of the Services, free of any liability.

ACCESIBILITY

The accessibility of your premises is of utmost importance. Please asses the accessibility of your premises and indicate it clearly on the inventory list documents. This includes height (trees & branches as well), width and tonnage restrictions. Should you be a resident in an estate or complex, please consult your body corporate for help on accessibility. If any uncertainty arises about access to your premises, please notify us prior to your move. Should the distance from our truck to your front door exceed 25 meters there will be cost implications, calculated on the size of the load and the distance your goods should be carried / shuttled. Please arrange for suitable parking for the removal truck. Our quote is valid for ground floor storage only. If on a higher floor additional charges will be added. Dave's Furniture Removals enters a client's premises and conduct work as set out in agreement with the client solely on client's liability.

OUR LIABILITY FOR LOSS AND DAMAGE

The Company is not liable for any loss, damage or failure to produce or deliver the goods if this is caused by any circumstances, listed below, outside of The Company's reasonable control:

- Fire, natural disaster, industrial action, normal wear and tear
- Goods left in cupboards, drawers or appliances
- Electrical or mechanical damage to any appliance, instrument or equipment
- Jewellery, watches, trinkets, precious stones or metals, money, deeds, securities, stamps, coins, or goods or collections of a similar kind, handbags and wallets that are left in any place or piece of furniture
- Neither The Company nor its staff members will in any way be held responsible for damages of any kind NOT covered by relevant insurance.
- Uninsured goods are transported at the owner's risk
- All owner packed cartons must be properly sealed with adhesive tape. The Company is not responsible for damages to overweight boxes or boxes not sealed properly on ALL sides. The quote includes a maximum of 50 of your own packed boxes. There after a charge of R10 per box is applicable. A Safe should not exceed 150 kg.
- The Client will arrange for proper protection of goods left in unoccupied or unattended premises, or where other people such as (but not limited to) tenants or workmen are, or will be present.
- Empty, properly defrost and clean refrigerators and deep freezers before the move
- No alcoholic beverages are to be served/handed to our staff
- The Company will not accept liability for any misrepresentation of the truth by the Client as contained in these Terms and Conditions. .
- **If moved by us we do not accept any liability for loss or damage of:**
 - (a) Loose and unpacked items
 - (b) Goods packed in refuse bags
 - (c) Unsealed owner packed boxes
 - (d) Single wall owner packed boxes or boxes in a poor condition
 - (e) Boxes exceeding 420mm x 420mm x 480mm in size
 - (f) Flat screen TV's, artefacts, paintings, pictures, mirrors, antiques, lamps or any other fragile, high value items not professionally boxed or crated by us. Wrapping alone is not adequate
 - (g) Glass/marble/granite/sand stone or cement/concrete tops of furniture,
 - (h) Moving of pot plants, water features and garden sculptures will be at your own risk
 - (i) Valuable items: cell phones, computer tablets, laptops, money, trinkets, deeds, security stamps, share certificates, sculptures, paintings, cycads, firearms, or any similar items or collections

INSURANCE

- We strongly recommend that the Client takes out All Risk Insurance on his/her goods.
- The Stock in Transit insurance that we offer, applies to fire, hijack or any accidental damage incurred to the truck vehicle while in Transit, and not only the furniture on its own.
- Damages not covered by Stock in transit include:
Damages to property including walls, pipes, taps, gates, etc
Electrical/Electronic malfunctions, including computer hard drives, etc.

PACKING BY DAVE'S FURNITURE REMOVALS

We can do the packing for you by supplying new boxes and packing at R85 per box. Bed and couch plastic covers are available from R45 - R75 each. It is highly recommended that paintings and mirrors are bubble wrapped to avoid any damages. Bubble wrapping for furniture, paintings, mirrors and other fragile items is available at R15 per metre. Disassembling and assembling is R150 per item. These prices exclude VAT.

WORK NOT INCLUDED IN THE QUOTE

Where the quotation is given for a specific quantity of work, the inclusion of additional goods, extra work or oversized items not specified originally entitles the company to make additional charges on a pro rata basis.

- Dismantling or assembling of unit or system furniture, fitments or fittings unless arranged and quoted beforehand.
- Disconnection or re-connection of appliances, fixtures, fittings or equipment.
- Work carried out on a Sunday or Public Holiday at your request can attract a higher fee.
- Collection or delivery of furniture and/or goods from/to above the ground and first floor of a property where there is no elevator or service elevator.
- The approach, road or drive way to the property is unsuitable for removals vehicle and/or trailer to get to and load and/or unload within 25 metres of the entrance to the building or house.

