



## OFFICE INVENTORY LIST

accurate information is critical for  
allocation of right resources.

Reception	Quantity	Total Value (R)	Select Optional Services				Notes <small>Specify Items of Fragile Nature, Abnormal Weight, Size or Value</small>
			To be Wrapped	To be Dismantled	To be Crated	To be Boxed	
Reception Desk					n/a	n/a	
3 Seater Couch					n/a	n/a	
2 Seater Couch					n/a	n/a	
1 Seater Couch					n/a	n/a	
Desk (Medium - Wood)					n/a	n/a	
Desk (Large - Wood)					n/a	n/a	
Desk (Glass)			n/a				
Office Chair				n/a	n/a	n/a	
Credenza					n/a	n/a	
Coffee Table					n/a	n/a	
Carpet				n/a	n/a	n/a	
Display Cabinet				n/a		n/a	
Bookshelf					n/a	n/a	
Pot Plant				n/a	n/a	n/a	
Computer Box/ Tower			n/a	n/a	n/a		
Computer Screen/ Monitor			n/a	n/a	n/a		
Picture/ Mirror			n/a	n/a			
<small>* Wrapping Included for Items Marked for Crating/ Boxing</small>							
<b>Additional Items</b>							

Boardroom	Quantity	Total Value (R)	Select Optional Services				Notes <small>Specify Items of Fragile Nature, Abnormal Weight, Size or Value</small>
			To be Wrapped	To be Dismantled	To be Crated	To be Boxed	
Boardroom Table (Medium - Wood)					n/a	n/a	
Boardroom Table (Large - Wood)					n/a	n/a	
Boardroom Table (Glass)			n/a				
Office Chair				n/a	n/a	n/a	
Flat Screen TV (Up to 42")*			n/a	n/a			
Flat Screen TV (42" - 70")*			n/a	n/a			
Curved TV*			n/a	n/a		n/a	
Wall Cabinet (Medium)					n/a	n/a	
Wall Cabinet (Large)					n/a	n/a	
Projector Screen					n/a	n/a	
Flip Chart				n/a	n/a	n/a	
White Board					n/a	n/a	
Computer Box/ Tower			n/a	n/a	n/a		
Computer Screen/ Monitor			n/a	n/a	n/a		
Picture/ Mirror			n/a	n/a			
<small>* Wrapping Included for Items Marked for Crating/ Boxing</small>							
<b>Additional Items</b>							

Office 1	Quantity	Total Value (R)	Select Optional Services				Notes Specify Items of Fragile Nature, Abnormal Weight, Size or Value
			To be Wrapped	To be Dismantled	To be Crated	To be Boxed	
Desk (Medium - Wood)					n/a	n/a	
Desk (Large - Wood)					n/a	n/a	
Desk (Glass)			n/a				
Office Chair				n/a	n/a	n/a	
Visitor Chair				n/a	n/a	n/a	
Credenza					n/a	n/a	
Office Divider					n/a	n/a	
White Board					n/a	n/a	
Bookshelf (Medium)					n/a	n/a	
Bookshelf (Large)					n/a	n/a	
Stationary Cabinet					n/a	n/a	
Filing Cabinet					n/a	n/a	
Zippel Filing Cabinet					n/a	n/a	
Carpet				n/a	n/a	n/a	
Display Cabinet (Medium - Wood)				n/a		n/a	
Display Cabinet (Large - Wood)				n/a		n/a	
Display Cabinet (Glass)			n/a				
Desktop Printer			n/a	n/a	n/a		
Computer Box/ Tower			n/a	n/a	n/a		
Computer Screen/ Monitor			n/a	n/a	n/a		
Picture/ Mirror			n/a	n/a			
* Wrapping Included for Items Marked for Crating/ Boxing							
<b>Additional Items</b>							

Office 2	Quantity	Total Value (R)	Select Optional Services				Notes Specify Items of Fragile Nature, Abnormal Weight, Size or Value
			To be Wrapped	To be Dismantled	To be Crated	To be Boxed	
Desk (Medium - Wood)					n/a	n/a	
Desk (Large - Wood)					n/a	n/a	
Desk (Glass)			n/a				
Office Chair				n/a	n/a	n/a	
Visitor Chair				n/a	n/a	n/a	
Credenza					n/a	n/a	
Office Divider					n/a	n/a	
White Board					n/a	n/a	
Bookshelf (Medium)					n/a	n/a	
Bookshelf (Large)					n/a	n/a	
Stationary Cabinet					n/a	n/a	
Filing Cabinet					n/a	n/a	
Zippel Filing Cabinet					n/a	n/a	
Carpet				n/a	n/a	n/a	
Display Cabinet (Medium - Wood)				n/a		n/a	
Display Cabinet (Large - Wood)				n/a		n/a	
Display Cabinet (Glass)			n/a				
Desktop Printer			n/a	n/a	n/a		
Computer Box/ Tower			n/a	n/a	n/a		
Computer Screen/ Monitor			n/a	n/a	n/a		
Picture/ Mirror			n/a	n/a			
* Wrapping Included for Items Marked for Crating/ Boxing							
<b>Additional Items</b>							

Office 3	Quantity	Total Value (R)	Select Optional Services				Notes Specify Items of Fragile Nature, Abnormal Weight, Size or Value
			To be Wrapped	To be Dismantled	To be Crated	To be Boxed	
Desk (Medium - Wood)					n/a	n/a	
Desk (Large - Wood)					n/a	n/a	
Desk (Glass)			n/a				
Office Chair				n/a	n/a	n/a	
Visitor Chair				n/a	n/a	n/a	
Credenza					n/a	n/a	
Office Divider					n/a	n/a	
White Board					n/a	n/a	
Bookshelf (Medium)					n/a	n/a	
Bookshelf (Large)					n/a	n/a	
Stationary Cabinet					n/a	n/a	
Filing Cabinet					n/a	n/a	
Zippel Filing Cabinet					n/a	n/a	
Carpet				n/a	n/a	n/a	
Display Cabinet (Medium - Wood)				n/a		n/a	
Display Cabinet (Large - Wood)				n/a		n/a	
Display Cabinet (Glass)			n/a				
Desktop Printer			n/a	n/a	n/a		
Computer Box/ Tower			n/a	n/a	n/a		
Computer Screen/ Monitor			n/a	n/a	n/a		
Picture/ Mirror			n/a	n/a			
* Wrapping Included for Items Marked for Crating/ Boxing							
<b>Additional Items</b>							

Office 4	Quantity	Total Value (R)	Select Optional Services				Notes Specify Items of Fragile Nature, Abnormal Weight, Size or Value
			To be Wrapped	To be Dismantled	To be Crated	To be Boxed	
Desk (Medium - Wood)					n/a	n/a	
Desk (Large - Wood)					n/a	n/a	
Desk (Glass)			n/a				
Office Chair				n/a	n/a	n/a	
Visitor Chair				n/a	n/a	n/a	
Credenza					n/a	n/a	
Office Divider					n/a	n/a	
White Board					n/a	n/a	
Bookshelf (Medium)					n/a	n/a	
Bookshelf (Large)					n/a	n/a	
Stationary Cabinet					n/a	n/a	
Filing Cabinet					n/a	n/a	
Zippel Filing Cabinet					n/a	n/a	
Carpet				n/a	n/a	n/a	
Display Cabinet (Medium - Wood)				n/a		n/a	
Display Cabinet (Large - Wood)				n/a		n/a	
Display Cabinet (Glass)			n/a				
Desktop Printer			n/a	n/a	n/a		
Computer Box/ Tower			n/a	n/a	n/a		
Computer Screen/ Monitor			n/a	n/a	n/a		
Picture/ Mirror			n/a	n/a			
* Wrapping Included for Items Marked for Crating/ Boxing							
<b>Additional Items</b>							