

IMPORTANT ACCESS INFORMATION

In order for us to establish your requirements we would ask that you kindly complete the following questionnaire, and return this to our office with any other documents that we have requested.

Pick up address:

Your Name:
Telephone:
Mobile:
Email:

Your file ref:

Residence Details:

We need to establish if our vehicle can park directly outside your home, if this is possible and there are **no restrictions**

please tick the following box If there are parking restrictions outside your residence please tick as applicable:

single yellow lines double yellow lines red route no stopping residence parking metered

Important: We expect to be able to park directly outside your residence/ within 60ft, we suggest that you contact your local authority / council / or constabulary in advance to reserve parking. Should you require us to arrange this on your behalf, there will be a charge.

Please check box if assistance required with parking town council or arrondissement

**** Note some councils request 7 - 21 days notice on parking reservations**

Access to Residence:

On occasion we cannot gain access to the residence due to low bridges, narrow roads, steep hills or slopes. We therefore need to utilize a shuttle vehicle (a smaller vehicle that can access your property easier than a large articulated vehicle) . When this occurs we do charge a fee, dependant upon circumstances and location. *If you feel that this may apply for your delivery YOU MUST contact a coordinator to discuss further.*

My residence is:

Please tick as applicable House Town House (3 floors) Bungalow Appartment

My residence is on the floor, you can access this via the elevator which has a weight limit of kgs

with maximum people allowance of we have None / One elevator in the building.

The facilities manager / gardien at the building is called Telephone

Please state the length of walk from the vehicle **IF IT EXCEEDS 60ft / 20yds.**

Is there anything in your shipment that is particularly heavy that we may NOT be aware of? E.g. any items that you know or believe may require more than two porters to lift, or any goods that will require specialist lifting equipment at destination?

Please note we include rates for second floor only, we reserve the right to charge for any deliveries in full or part to residence above the second floor. We exclude accessing residences via windows, spiral stair cases or external stairways that do not meet adequate safety standards.

Is there any further information that we should be aware of?

CHECKLIST

Completed + signed all customs documents	<input type="checkbox"/>	My residence details completed	<input type="checkbox"/>
Acceptance form returned	<input type="checkbox"/>	Additional information details completed	<input type="checkbox"/>
These delivery details completed	<input type="checkbox"/>	export and import customs forms completed	<input type="checkbox"/>
Access to residence details completed	<input type="checkbox"/>	insurance amount given and forms completed	<input type="checkbox"/>

I confirm that the above information is true and correct to the best of my knowledge. I fully understand that I may be liable to additional costs should the details provided prove to be wrong or misleading on the day of my move.

Deliveries carried out as per Terms & Conditions available upon request

Signed: _____

Date: _____