**Daily Move Plan - University of Denver**
Eva Benjamin, Bailey’s / DU Move Coordinator, Ph: 303-785-0953 **Please complete this form and email:** Eva.Benjamin@baileysallied.com,

Date submitted:

|  |  |
| --- | --- |
| **Move Date:**  |  |
| **Invoice To:**  | **Name:** | **Email:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Origin- On Site Contact*Customer: **Building Name :** Address: **City: State: Zip:** **Contact:**

|  |  |
| --- | --- |
| **Phone:**  | **Cell:** |

 |  *Destination- On Site Contact***Customer:** **Building Name :** **Address:** **City: State: Zip:** **Contact:**

|  |  |
| --- | --- |
| **Phone:**  | **Cell:** |

 |

**Start Time (Approx.)**: **Finish Time (Est.):**

**Daily Cost Estimate** $

**Ins type: .60** **[ ]  Specify other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ cost: \_\_\_\_\_\_\_\_\_\_\_\_**

**3rd Party Services:** **Packing Description:**

**Detailed Scope of Work:**

**Pkg Material yes [ ]  no [ ]**

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**List of Items to be Moved:**

 **\* If you need to move your Konica-Minolta Copier/Printer, please contact John Callahan, at KMBS;
 303-463-1029** **john.callahan@kmbs.konicaminolta.us****, 814-954-2928-mobile.**

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