**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](mailto: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**

****

**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**](mailto:john.callahan@kmbs.konicaminolta.us)**, 814-954-2928-mobile.**

R:\Administration\Restricted Folders\FAC\_WORK\DEPT\_WORK\FACILITIES\_WEB\MOVING\baileys-du-dailyplan-11-5-18