

**Advisable strategy for booking CU moving and hauling services:**

- 1) Fill out below form and fax to 303-443-6205.
- 2) Follow up with phone call to 303-492-6524, you will want to speak with Lance.
- 3) Hope they have time, they occasionally become very busy.

Alternative option – Boulder Valley Transfer, <http://www.bouldervalleytransfer.com/>, 303-530-7333.

Used 6/2004 to move from Marshall to campus, they were friendly, careful and reasonably priced (\$115 per hour for 3 guys, 2 hour minimum, charges in 15 minute increments after that).

# PROPERTY SERVICES

## Moving and Hauling Service Request

Fax: 443-6205  
Phone: 492-6524

Place Fax Label Here

Labor rate: \$32.00/Staff-hour      Boxes: \$2.00/each      Tape: \$3.00/roll

<b><u>CONTACT INFORMATION</u></b>	Today's Date: _____
Contact Person: _____	Bldg/Room: _____
Dept.: _____	Campus Box: _____
Phone #: _____	Speed Type #: _____ /540102
_____	<b>REQUESTED DATE/TIME:</b> _____
<small>Departmental Authorization (Signature Required)</small>	
<b>Charges for services will be processed electronically through an online Journal Entry – Confirmation of charges will be sent upon request</b>	

Request #1 Please check if you will need Property Services to pack

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From: (BLDG.) \_\_\_\_\_ (ROOM) \_\_\_\_\_      To: (BLDG.) \_\_\_\_\_ (ROOM) \_\_\_\_\_

Request #2 Please check if you will need Property Services to pack

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From: (BLDG.) \_\_\_\_\_ (ROOM) \_\_\_\_\_      To: (BLDG.) \_\_\_\_\_ (ROOM) \_\_\_\_\_

Request #3 Please check if you will need Property Services to pack

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From: (BLDG.) \_\_\_\_\_ (ROOM) \_\_\_\_\_      To: (BLDG.) \_\_\_\_\_ (ROOM) \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

**FOR PROPERTY SERVICES USE ONLY**

Date/Time _____	<small>COMPLETED BY</small>	<small>DATE</small>
Date/Time _____	<small>COMPLETED BY</small>	<small>DATE</small>
# Boxes _____	# Rolls Tape _____	Equipment/Misc. @\$ _____

<b>Billing Summary</b>	
Labor	_____
Materials	_____
Equipment/Misc	_____
Other	_____
<b>TOTAL</b>	_____

Date _____	Date _____	Date _____	Date _____
# Hours _____	# Hours _____	# Hours _____	# Hours _____
# Personnel _____	# Personnel _____	# Personnel _____	# Personnel _____

Driver's Notes: \_\_\_\_\_

