



OFFICE RELOCATIONS





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DELICATE EQUIPMENT

1. Computers and delicate equipment are transported from the workstation or computer room in computer cages, which are steel framed enclosed units with 3 padded shelves on castors. We are able to load +- 9 PC items per cage, which cuts down drastically on handling as well as on the down time involved in an Office Relocation. These units are then pushed into your lift and loaded into the vehicle via hydraulic trail lift. Work stations, shelving, boardroom tables & bulk filing units are dismantled, moved and reassembled by our trained, professional staff, the commitment and training of our staff will be to your benefit, ensuring you of a problem free move.



PROTECTIVE WRAPPING

2. Glass items and delicate equipment are bubble wrapped before transportation; this also applies to Pictures, Paintings and artwork (on request).

INSURANCE

3. Please be advised that as with all transport companies we are contracted out of liability and urge you to except one of the following options.
 - a). We are able to offer an All Risks In Transit insurance policy at a rate of 1% of replacement value with a minimum excess of R1000.00 per claim. Please inform us in writing should you wish to accept this, **please see attached terms & conditions.**
 - b). Alternatively please contact your company's Insurance Broker and apply for an extension to your existing policy to cover In-transit.



CARTONS

4. We supply double walled self-sealing boxes measuring 450mm x 450mm x 450mm for the packing of paperwork, stock, crockery etc. These boxes are sold and delivered on request. Your consultant will be able to give you an estimate of how many boxes you will require once the site survey has taken place.



LABELS

5. Colour coded labels in 8 colours can be supplied for labeling of all the furniture, boxes etc to be moved. We advise that this be done to avoid confusion at your new premises.

PLASTIC CRATES

6. We also offer an innovative plastic crate, which provides better protection of personal or more valuable items, that includes a locking facility for guaranteed tampering protection.

