

WORK ORDER

ADDITIONAL SERVICES REQUESTED

SERVICE	AMOUNT	SERVICE	AMOUNT
Additional Helpers (No.)		Overtime packing labor	
Appliance servicing		SIT storage charge	
Elevator at origin		SIT storage charge	
Elevator at destination		SIT move to warehouse	
Flights at origin (No.)		SIT move from warehouse	
Flights at destination (No.)		SIT warehouse handling	
Hoisting or lowering at origin		SIT warehouse wrapping or fumigation	
Hoisting or lowering at destination		Shipment valuation \$	
Shipment Valuation \$		Valuation Charge at per \$100.00	
Valuation Charge at per \$100.00		Shuttle service at destination	
Long carry at origin (No.)		Disassembly of items	
Long carry at destination (No.)		Assembly of items	
Split delivery		Van & 1 man	
Split pickup		Van & 2 men	
Packing material delivery		Overtime or Premium Labor	
Packing material		Expedited Service	
Packing labor: Hourly :By Unit		Bulky Article(s) (No.)	
Unpacking labor: Hourly :By Unit		Other (Describe)	
TOTALS		TOTALS	

SAMPLE

ADDITIONAL ARTICLES TO BE MOVED

ARTICLE	Cu. Ft. Per Pc.	No. of Pieces	Cu. Ft.	ARTICLE	Cu. Ft. Per Pc.	No. of Pieces	Cu. Ft.	ARTICLE	Cu. Ft. Per Pc.	No. of Pieces	Cu. Ft.
TOTAL CUBIC FEET											
APPROXIMATE ADDITIONAL WEIGHT IN POUNDS											
@ 7 lbs. per cu. ft.											

SPECIAL INSTRUCTIONS