



**PRE-SURVEY QUESTIONNAIRE**

In advance of your meeting with our surveyor, Andrew Mears, we have put together this questionnaire to perhaps prompt some of the questions that may arise. It is designed as an aid to the meeting process and is by no means exhaustive but equally if you don't have all the answers, this is where we can help and advise. Ultimately we would like to present a quote that includes all the services you require and fits in with your budget.

<p><b>GENERAL</b>          Date of move – weekday or weekend          What is your budget?</p>	
<p><b>PACKING</b>          Do you require a packing service?          Will you require crates in advance?</p>	
<p><b>ACCESS AND PARKING</b>          Lift access and size at both offices?          Access times at both properties?          Parking arrangements at both offices?</p>	
<p><b>IT</b>          If you have an IT department, which areas will they cover themselves?</p>	
<p><b>FURNITURE/FITTINGS</b>          Do you require a dismantling/reassembly service?          Is the photocopier leased?</p>	
<p><b>OTHER SERVICES</b>          We provide a number of subsidiary services that may be helpful as well as recommending additional suppliers we have worked with on numerous occasions. These include:          IT, Cabling and Telephone Services          Confidential shredding          Recycling          Storage          Archive storage/document management          Office cleaners</p>	<p>Are you thinking of archiving, if so get it done before you move.          If you want some items cleaned ensure this is factored in to the move timing.</p>
<p><b>YOUR SPECIAL REQUESTS</b></p>	



Your local removal company that ticks all the boxes



We are joint members of  
Working in partnership for consumer protection