



# FREIGHT ELEVATOR & LOADING DOCK RESERVATION FORM

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## REQUEST FOR FREIGHT ELEVATOR & LOADING DOCK

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Company Name: \_\_\_\_\_

Suite: \_\_\_\_\_

Target Move Date: \_\_\_\_\_

Hours of Move: \_\_\_\_\_

Moving Company : \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Number: (    ) \_\_\_\_\_

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Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

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Reservations for the loading dock are on a first come first served basis. The freight elevator is the only elevator equipped for use in a move. It is not available during the following hours Monday through Friday, except Holidays:

7:00 a.m. - 9:30 a.m.  
11:00 a.m. - 1:00 p.m.  
3:30 p.m. - 6:00 p.m.