

**REQUEST FOR SERVICE ELEVATOR RESERVATION
1300 MAIN**

Please complete the information below and return to the Building Management Office.

Company Name: _____

Suite: _____

Target Move Date: _____

Hours of Move: _____

Moving Company

Name: _____

Address: _____

Contact: _____

On-site Phone Number: _____

Submitted by: _____

Date: _____

Guidelines

- Reservations for the loading dock are on a first come first served basis.
- The service elevator is the only elevator equipped for use in a move.
- If using an outside vendor, a valid certificate of insurance must be on file in the Building Management Office, before any work may commence.

