



# Removal Report

Customer \_\_\_\_\_

Ref: \_\_\_\_\_

## **LOADING REPORT (Customer or representative to complete on loading)**

The vehicle and staff arrived at .....and loading was completed at .....

I confirm that packed, collect and loading has been carried out to my specification and I have checked that my property is cleared of everything required to be moved.

Exceptions:

Signed (Customer or representative)..... Date .....

## **DELIVERY REPORT (Customer or representative to sign when loading complete)**

The vehicle and staff arrived at ..... and loading was completed at .....

I confirm that unloading has been carried out to my satisfaction.

I certify that your service has been entirely satisfactory and all goods delivered in the same condition as collected

Exceptions:

Comments:

Signed (Customer or representative)..... Date .....

## **DAMAGE WAIVER**

I confirm instructing you to remove ..... knowing that in doing so damage may be caused to the property and/or effects and understand that I will not be able to claim against you for this.

Signed.....

## **FOREMANS REPORT – to completed.**

I certify that the removal has been carried out as per specification, in safety and that all materials used complied with BS EN 12522 in that they were sufficient and adequate for the quantity and nature of the goods transported.

Comments:

**Signed .....Print Name .....Date**

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# Quality Control Form

REF ;

As a part of our Quality Control System we would value any comments you may wish to make. It would be appreciated if you could complete the following questionnaire and return it in the enclosed envelope.

- 1 How did you rate the administration of your removal?  
 Excellent ..... Satisfactory ..... Less than satisfactory.....
- 2 How did you rate our crews performance?  
 Excellent ..... Satisfactory ..... Less than satisfactory.....
- 3 Were the crew helpful, courteous and understanding? .....
- 4 Were you satisfied with our packing and unpacking service?  
 Excellent ..... Satisfactory ..... Less than satisfactory.....
- 5 Was our quotation the: Highest: ..... Middle: ..... Lowest: .....
- 6 Any other comments or suggestions you would like to make:

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**Signature:** .....

Thank you for helping with our Quality Control System. We have valued your custom and look forward to being of service to you again in the future.