EAZYCRATE

Two addresses. One access plan.

Freight elevator reservation worksheet

Complete with each building. This worksheet is not a reservation or approval.

01 CURRENT ADDRESS

Address / unit / floor

Building contact + phone or email

Main move: date + approved start / end

Entrance + elevator / operator arrangement

Paperwork due + approval contact

Written approval reference / date

Fees / deposits / protection: confirm with building

02 NEW ADDRESS

Address / unit / floor

Building contact + phone or email

Main move: date + approved start / end

Entrance + elevator / operator arrangement

Paperwork due + approval contact

Written approval reference / date

Fees / deposits / protection: confirm with building

PLAN CRATE DELIVERY AND PICKUP SEPARATELY

Ask whether each visit needs its own slot, paperwork or staff access.

Empty-bin delivery: address / date / access window

Empty-bin pickup: address / date / access window

Delivery / pickup contact + written confirmation reference

BEFORE THE VISIT

- ☐ Both building approvals received and shared with providers
- ☐ Entrance, protection and safe route confirmed
- ☐ Delay contact and revised-window procedure recorded

Keep completed forms private. Send insurance paperwork only to authorized recipients.