

SERVICE CHECKLIST

DRIVER: _____

DATE: _____

CLIENT: _____

CLIENT CELL: _____

ORIGIN _____

DESTINATION _____

ADDRESS: _____

ADDRESS: _____

SERVICE CHECKLIST		INSTRUCTIONS
1) Call client night ahead to confirm move details. Call client 15 minutes before arrival.	<input type="checkbox"/>	
2) Walk thru, painters tape to mark off what stays and goes, room tags as needed. Fobs and keys taken as needed.	<input type="checkbox"/>	
3) Floor runners, blankets, protection used as required.	<input type="checkbox"/>	
4) After load remove all equipment, trash. Return fobs keys and close doors. Sign off on load completion with client.	<input type="checkbox"/>	
5) Walk thru at destination. Label rooms as required. Lay down floor runners and protection as required.	<input type="checkbox"/>	
6) Confirm unload is to clients satisfaction.	<input type="checkbox"/>	
7) Gear check- blankets are back in boxes. Tool and material boxes are open and tools have been put back.	<input type="checkbox"/>	
8) Site cleanup, pull out all equipment, return fobs and keys. Client signs off on delivery completion and checks they have all their items and the truck is empty.	<input type="checkbox"/>	

PAYMENT DETAILS

FUEL/TRAVEL CHARGE	
TOTAL HOURS	
RATE	
TIME CHARGES	
ITEM PROTECTION CHARGE	
MATERIALS CHARGE	
GST 5%	
TOTAL	

ARRIVED ON SITE: _____

READY TO LEAVE: _____

CLIENTS SIGNATURE

DRIVERS SIGNATURE