# Transport Request form

## Your transport requirements

**Material to be moved** (delete as appropriate)

Books: Yes/No

Other collection material (please specify):

****

**Location**

Move from:

Move to:

Special instructions:

****

## Your details

Name:

Department:

Email address:

Telephone:

## Additional details

Details of assistance offered by your team or Department (specify assistance offered or N/A):

****
Estimate of amount of material to be moved (specify quantity or N/A):
****

Is the material packed in crates or other good packaging? Yes/No (delete as appropriate)

Are crates required? Yes/No (delete as appropriate)

If crates are required, how many do you require?

Does the project have a deadline? dd/mm/yyyy

**Collection Care** (delete as appropriate)

Is a condition report by Collection Care necessary? Yes/No

Will the project require additional input from Collection Care? Yes/No

\*If **yes** please contact Collection Care to arrange a consultation prior to moving.