

Storage Inventory form

Fill out the total amount of items for store and their condition before loading them onto the vehicles. Lancashire Storage will fill in location number once goods are placed into their allocated storage bays. Fill in the information as accurately as possible. The lists are not exhaustive so fill in the "other items" column and the extra space at the end of the form for additional items. Some items may be in different rooms to the ones listed but that does not matter as this is a storage inventory.

Name	
Phone number	
Email address	

Move into Storage date: -

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Collection address

House name / number	
Street	
Town	
County	
Post code: -	

Inventory New address -

House name / number	
Street	
Town	
County	
Post code: -	

Guide Key.

G/Good - **S**/Scratched - **W**/Worn - **D**/Damaged - **L**/Loose - **OF**/Other Fault

OP/Boxes packed by owner

Other faults to be listed under other items boxes

Quantity and condition of each storage item:

Hallway Storage Location: - _____

Hall stand			Telephone table		
Long case clock			Number of boxes		
Bookcase			OTHER ITEMS		
Desk					
Carpet					
Pictures					

Lounge Storage Location: - _____

3 seat sofa			Welsh Dresser		
2 seat sofa			Bookcase		
4 seat sofa			Display cabinet		
Armchair			Pictures		
Sofa bed			Poufs		
Tv			Rug		
Tv Stand			Side board		
Wooded chair			Number of boxes		
Ottoman			OTHER ITEMS		
Coffee table					
Nest of tables					
Rocking chair					
Upright Piano (see page 6)					
Standard lamp					

Dining Room Storage Location: - _____

Dining Table (intact)			Pictures		
Dining Table (legs removed)			Rugs		
Dining chairs			Number of boxes		
Welsh Dresser			OTHER ITEMS		
Upright Piano (see page 6)					
Bookcase					
Display cabinet					
Side board					
Lamps					

Kitchen / Utility room Storage Location: - _____

Table (intact)			Fridge freezer		
Table (legs removed)			American fridge freezer		
Chairs / Stools			Chest freezer		
Butcher block			Tumble drier		
Display cabinet			Dishwasher		
Washing machine			Microwave		
Fridge			Cabinet		
Freezer			Welsh dresser		
Cooker			Number of boxes		
Highchair			OTHER ITEMS		
Vacuum Cleaner					
Ironing board					

Bedroom 1 Storage Location: - _____

Single Divan bed (inc mattress)			Triple wardrobe		
Single bed in parts (inc mattress)			Bookcase		
Bunk bed in parts (inc Mattress)			Desk		
Double Divan bed (inc Mattress)			Dressing table		
Double bed in parts (inc Mattress)			Wardrobe rail		
King size divan bed (inc Mattress)			Tall Boy		
King size bed in parts (inc Mattress)			Blanket box		
Single wardrobe			Number of boxes		
Double wardrobe			OTHER ITEMS		
Bed Side table					
Medium chest of drawers					
Large chest of drawers					

Bedroom 2 Storage Location: - _____

Single Divan bed (inc mattress)			Triple wardrobe		
Single bed in parts (inc mattress)			Bookcase		
Bunk bed in parts (inc Mattress)			Desk		
Double Divan bed (inc Mattress)			Dressing table		
Double bed in parts (inc Mattress)			Wardrobe rail		
King size divan bed (inc Mattress)			Tall Boy		
King size bed in parts (inc Mattress)			Blanket box		
Single wardrobe			Number of boxes		
Double wardrobe			OTHER ITEMS		
Bed Side table					
Medium chest of drawers					
Large chest of drawers					

Bedroom 3 **Storage Location: - _____**

Single Divan bed (inc mattress)			Triple wardrobe		
Single bed in parts (inc mattress)			Bookcase		
Bunk bed in parts (inc Mattress)			Desk		
Double Divan bed (inc Mattress)			Dressing table		
Double bed in parts (inc Mattress)			Wardrobe rail		
King size divan bed (inc Mattress)			Tall Boy		
King size bed in parts (inc Mattress)			Blanket box		
Single wardrobe			Number of boxes		
Double wardrobe			OTHER ITEMS		
Bed Side table					
Medium chest of drawers					
Large chest of drawers					

Bedroom 4 **Storage Location: - _____**

Single Divan bed (inc mattress)			Triple wardrobe		
Single bed in parts (inc mattress)			Bookcase		
Bunk bed in parts (inc Mattress)			Desk		
Double Divan bed (inc Mattress)			Dressing table		
Double bed in parts (inc Mattress)			Wardrobe rail		
King size divan bed (inc Mattress)			Tall Boy		
King size bed in parts (inc Mattress)			Blanket box		
Single wardrobe			Number of boxes		
Double wardrobe			OTHER ITEMS		
Bed Side table					
Medium chest of drawers					
Large chest of drawers					

Office **Storage Location: - _____**

Desk			Number of boxes		
Office chair			OTHER ITEMS		
Bookcase					
Filing cabinet					

Pianos

Storage Location: - _____

Please confirm what size and type this piano is

Please describe what condition the piano is in and confirm with the client that some pianos come under the special items removals condition for dismantling.

Any additional items?

Any additional information?

Using the above information we will calculate the volume to be transported to our storage facility. We use this information to quantify the storage area needed for your goods and we will provide you with a fixed rate monthly storage quotation.

Our terms and conditions can be found on our website @: -

<http://www.lancashire-storage.co.uk>