

Moving Services Work Order Attachment

Please contact Customer Service at 716-645-2025 or visit our website at *buffalo.edu/facilities* to enter a work order request prior to completing this form. This form is necessary for the coordination and planning of large moves involving numerous items and locations.

Request Date			_ Requestor's Name	Phone:				
*All moves and	carpentry a	re a billable s	service and require an account nur	nber: Acc	ount #			
Original					Location	Го Ве	Trades	Disposal
Location of Item		Quantity	Description of Item To Be	Moved	Moved To		Needed?	Needed?
Bldg.	Room #				Bldg.		(Y or N)*	(Y or N)
•		nmodate any ch	nainting, Plumbing, Lock & Key, etc. nanges made after submission, but no guard forms to 716-645-5965				and/or dates ma	ay be
Customer Signatu	ıre		Date					
Moving/Trucking				Approv	ved Est. Duration			
Signature				Refer	Refer Revised 09/2			vised 09/2021