

PEPPERDINE UNIVERSITY – WAREHOUSE SERVICES

MOVING SERVICES REQUEST

REQUESTOR FILL OUT

Name _____ phone _____ Department _____ Date _____

Requested week of _____ thru _____ Location _____

Move description (please provide as much information as possible and add a page if needed): _____

Inventory of materials/furniture to be moved (crucial for initial evaluation and scheduling, insufficient info. could delay your request):

Approved by: _____ Title: _____

(Please note: A C2C requisition may be required if mileage or overtime charges become required)

MOVERS NOTES

Please email Request to moving.services@pepperdine.edu
For Emergency Changes call Ext. 6624
Moving Services is no longer receiving Request via Fax