storing.com
safe keeping

Booking Form

Customer Account Ref: | | | | | | | | |

Job No: | | | | | | | | OFFICE ONLY

Account Holder's Details & Contact Address

The person taking responsibility for storage and payments.

Company Name (If applicable) _____

Mrs/Miss/Ms/Mr/Other _____

First Name _____

Last Name _____

Address _____

_____

_____

Postcode _____

Preferred Contact No. _____

Home Telephone No. _____

Mobile No. _____

Work Telephone No. _____

Email** (please enter an email address that is checked regularly)

_____

Which is their preferred method of contact?

Email ☐ Mobile ☐ Home phone ☐ Work phone ☐

By providing the details required in this form you give your informed consent to opt-in under our Privacy Policy.

Unit(s) Size

Please indicate the size of unit(s) you require:

_____

Storage Start Date

_____

Please note collections and deliveries are between 7.00am and 12noon on weekdays only.

Access to Storage Unit(s)

Do you require access to your storage unit(s)? Yes ☐ No ☐

Please note that access options vary depending on the size of unit you have selected.

Payments

Invoices by email

Storing.com actively discourages the use of paper and encourages recycling. With the environment in mind, we send invoices by email, rather than by post as a standard.

Initial payment

An initial payment (to cover the first four weeks of storage plus any collection charges) needs to be made by credit or debit card via telephone to your storage advisor.

Regular Payment

Subsequent payments are taken every 4 weeks via credit or debit card – this may result in two payments being taken in one calendar month, **as there are 13 invoices in a year**.

Upon completion please return this form by email to sales@storing.com or post to Storing.com Limited, Long Haydons, Bletsoe, Bedford, MK44 1QW and a storage advisor will contact you to confirm your storage booking.

If you have any queries please call on freephone 08000 641 642 or visit our website at **www.storing.com**

Terms and Conditions

JULY 2024

Please sign and print your name below to confirm that you have read, understood and agree to our terms and conditions.

Our terms and conditions can be found on our website at www.storing.com beneath FAQS on every page and as a PDF and MS Word document on the Booking Forms page.

Signature _____

Date _____

Print Name _____

storing.com
safe keeping

Booking Form

Customer Account Ref:								
Job No:								OFFICE ONLY

Inventory

Enter the details of all your storage items. Please be accurate with the information you provide, as this will form the basis of any insurance claims that might arise. Please note that where you **do not** declare a value for your items on this storage booking form, you accept that our liability for each item in the event of loss of or damage to your goods caused by negligence or breach of contract on our part, is limited to £40.

If you wish to declare a value for your goods in order to increase our liability under these terms, this will be charged at a rate of £1.80 per week per £1000 of declared value for the goods in storage ("Declared Value Charge"). This rate may be reviewed from time to time and you will be advised of any increase in writing. The Declared Value Charge will be added to your invoice along with the storage charges.

» Please see our terms and conditions for further details

Additional Information
Household items come in various sizes and methods of construction. Please give as much information as possible and try to specify the storage details for each item, e.g: stacked or flat packed, fragile?

Details to bear in mind:
Beds Size, divan or slatted, mattress included?
Sofas 2 or 3 seater inc approximate lengths. Can be stored vertically?
Chairs Can they be stacked or are they foldable?
Tables Approximate sizes, Construction – wood, glass, metal. Can it be dismantled, folded or legs removed?
Boxes Please state the box sizes and contents – Glassware, kitchen equipment, clothes, books, ornaments etc
Appliances MUST be disconnected from service prior to collection.

All flat packed items should be taken apart before collection – failure to do so may result in an increase in storage space required.

Item Name	Size/Type	Quantity	Declared Value	Additional Information
» Find out about insurance			Total Declared Value	

Signature _____

Print Name _____

Please sign and print your name to confirm that all these items are your own personal property or that you are in custody control of these goods. By signing you also confirm that you understand that where you do not declare a value for your items on this storage booking form, our liability for each item is limited to £40 if negligent. If you require more space, please complete an additional sheet.

storing.com
safe keeping

Collection Booking Form

Customer Account Ref: | | | | | | | | |

Job No: | | | | | | | | OFFICE ONLY

Collection Details

Please confirm that your storage items will be packed (by you) and ready for collection: Yes ☐ No ☐

Collection Address

Will you be delivering your storage items yourself?** Yes ☐ No ☐

Is the collection address the same as your contact address?

Yes ☐ No ☐

Address _____

_____

_____

Postcode _____

Email _____

Preferred Contact No. _____

Contact Name. _____

Collection Date. _____

Parking facilities at Collection Address

It is vital that you provide us with as much information as possible regarding parking at the collection address:

Are parking facilities within sight of your property?

Yes ☐ No ☐

If no, where is the nearest available parking area?

Please indicate the type of parking restrictions:

Off road ☐ Goods only ☐ Metered ☐

Red route ☐ Residents only ☐ None ☐

Will a resident's permit be supplied?

Yes ☐ No ☐

Are you in the Congestion Charge zone?

Yes ☐ No ☐

Failure to arrange proper parking facilities for our vehicle, may result in our cancelling your collection. Any parking fees and fines incurred due to insufficient parking arrangements are charged to the customer (as per our Terms & Conditions). Please confirm that you understand & agree to this statement by marking this box: ☐

Access at the Collection Address

Please select the distance from the vehicle to the property door:

10 feet ☐ 20 feet ☐ 30 feet ☐

40 feet ☐ 50 feet ☐ Other _____

Please select the type of property:

Flat ☐ House ☐ Commercial ☐ Other ☐

Details: _____

Please state floor level _____

Please state whether there are regular problems with parking near the collection address, i.e. narrow or very busy street, or if there are any special instructions that we need to follow.

Did all items for collection go into the property through the usual front/rear access door?

Yes ☐ No ☐

Are there any items that require special access?

Yes ☐ No ☐ If yes, please give details:

Is there a lift in the building and will it be operational on the day of our visit?

Yes ☐ No ☐

Type of lift: Person only ☐ Goods ☐

Size: large ☐ small ☐ very small ☐

Storage Duration

Please state your anticipated out of store date or storage term.

_____