

# Equipment Pick-Up & Delivery Request/Transfer Form

Requested/Completed By: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Pick-Up Request (only complete pick-up section)  Delivery Request (only complete delivery section)

Transfer Request (complete pick-up and delivery sections)

## Pick-Up Section

Equipment Location: \_\_\_\_\_ Date To Be Picked Up: \_\_\_/\_\_\_/\_\_\_

List equipment to be picked up: \_\_\_\_\_

\_\_\_\_\_

Where is the equipment stored and who has the keys? \_\_\_\_\_

Is there anything currently wrong with the equipment?  YES  NO If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

## Delivery Section

Location/Property Needed: \_\_\_\_\_ Date Needed: \_\_\_/\_\_\_/\_\_\_

Project Description: \_\_\_\_\_

Est. Length Of Time Needed:  DAYS  WEEKS  MONTHS

Equipment cost included in the project budget:  YES  NO If no, who approved? \_\_\_\_\_

Type Of Equipment Needed:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> AERIAL LIFT            | <input type="checkbox"/> DEMO SAW                | <input type="checkbox"/> TRAILOR SIZE: _____ <input type="checkbox"/> OPEN <input type="checkbox"/> ENCLOSED |
| <input type="checkbox"/> BORING MACHINE         | <input type="checkbox"/> MINI-EXCAVATOR          | <input type="checkbox"/> WALK BEHIND CONCRETE SAW  |
| <input type="checkbox"/> CONCRETE BUGGY         | <input type="checkbox"/> PARKING LOT STRIPPER    | <input type="checkbox"/> WATER DOG   |
| <input type="checkbox"/> CONCRETE PUMP          | <input type="checkbox"/> SAW                     | <input type="checkbox"/> WOOD CHIPPER  |
| <input type="checkbox"/> CONCRETE SCANNER       | <input type="checkbox"/> SCISSOR LIFT (20FT MAX) | <input type="checkbox"/> ZIP LEVEL   |
| <input type="checkbox"/> CORE DRILL             | <input type="checkbox"/> SKID STEER              |  |
| <input type="checkbox"/> DEMO HAMMER/JACKHAMMER | <input type="checkbox"/> TRACTOR                 |  |

OTHER (PLEASE BE DESCRIPTIVE) \_\_\_\_\_

Where/How will the equipment be secured at the site? \_\_\_\_\_

Will the equipment be under video surveillance?  YES  NO

If no, what measures will be taken to protect the equipment? \_\_\_\_\_

**Email to [equipment@medve.com](mailto:equipment@medve.com)**