



HAMILTON SQUARE
LOADING DOCK AND/OR FREIGHT ELEVATOR RESERVATION

Tenant Name: _____

Suite Number: _____

Our Moving Date(s) are:

The freight elevator will be needed:

Day 1 : _____

From _____ to _____

Day 2 : _____

From _____ to _____

Day 3 : _____

From _____ to _____

Day 4 : _____

From _____ to _____

Day 5 : _____

From _____ to _____

Our Moving Company is: _____

Address: _____

Account representative: _____

Telephone # : _____

Fax #: _____

Reservations for the loading dock are on a first come first served basis. The freight elevator is the **only** elevator equipped for use in a move. Please contact the Management Office at **(202) 388-0110** to schedule use of the freight elevator.

After regular building hours a Security Officer may be assigned to your move-in at your expense.