

Tel: 0861 333 695
Fax: 086 537 8179
Cell: 084 507 8179
Email: planning@unishaun.co.za
Website: www.unishaun.co.za



THANK YOU LETTER

Unishaun Removals would like to thank you for your enquiry and for considering the use of our comprehensive removal and relocation services.

Our mission is to deliver a high quality removal service which ensures that your precious goods reach their destination safely and on time. We pride ourselves in our efforts to ensure customer satisfaction. Our mission is to deliver peace of mind to you, the customer.

We understand all the special difficulties associated with your move and the concern about your goods and belongings. Our company is experienced in relocating a wide spectrum of corporate and domestic clients, with goods of all kinds. We customise our services with care to ensure the best possible result for the individual customer or company. We are also continually striving to improve our service is highly competitive in the removals industry.

Our experienced, professional and friendly staff are available to answer your queries and solve your problems at every stage of your move. We enjoy caring for the needs of all our customers.

Our company looks forward to moving you in the near future.

Yours sincerely,



GENERAL ENQUIRY / DEFINITIONS PAGE

Name:		Date:	Date of Removal:	
Tel:		Cell:	Fax:	
Email:				
Source of Enquiry:				
Yellow pages	Newspaper	Website	Other:	
Who is paying for the move?			Company <input type="checkbox"/>	Private <input type="checkbox"/>
Pickup Address:				
Vehicle Access:				
Delivery Address:				
Vehicle Access:				
Type of Move:		House <input type="checkbox"/>	Office <input type="checkbox"/>	Storage <input type="checkbox"/>
Do you require a pre-move survey?			Yes <input type="checkbox"/>	No <input type="checkbox"/>
If your move is paid for by your company, please specify Company Details:				
Company name:		Telephone No.:		

Please select which of the following options you require:

All Risk Insurance

Our comprehensive insurance of your belongings covers you for any eventualities regarding fire, corrosion, theft and overturning.

Car Transportation

For many of Unishaun's customers their vehicle an important asset, and in addition they need to fly to their ultimate destination. Our company is proud of the pick-up and delivery service we offer to clients. Your vehicle will be delivered safely and securely to your new home.

Crating

Goods that need extra protection when moving may require specially designed crates, which will be provided by Unishaun. This is especially the case with transportation over long distances or when moving overseas.

Packing

It is important to Unishaun that your goods arrive at their destination in the best possible condition. We therefore take special care when packaging all your goods. This means that Unishaun's packaging staff will pack all your belongings into customized double-walled boxes. In addition general, linen, wardrobe and book cartons can be provided by our company.

Pet Transportation

Our company knows that pets are a very special part of your family. And we therefore offer a pet transportation service through our agents in the industry. Unishaun will ensure that your pets are delivered safely and swiftly to your new home.

Plastic Covers

Your concern about the hygiene and care of your special goods is important to Unishaun. We use plastic covers to wrap your beds and lounge suites to ensure they are not soiled or marked during transportation.

Shuttle Services

When Unishaun's moving trucks are too large to access your property, we offer a shuttle service. In essence this means that our company uses smaller vehicles to move your goods to the vehicle that will transport the goods to their ultimate destination.

Supply of Boxes

If you would like to do your own packing, Unishaun can supply you with boxes and packaging materials. Please note, however, that this renders our All Risk Insurance null and void.

Wrapping

Your furniture is wrapped in layers of bubble wrap and cushioned craft by Unishaun. This minimizes the likelihood of damage to all your goods.

Tel: 0861 333 695
 Fax: 086 537 8179
 Cell: 084 507 8179
 Email: planning@unishaun.co.za
 Website: www.unishaun.co.za



OFFICE INVENTORY FORM

Office Equipment:

	Office 1	Office 2	Office 3	Office 4	Office 5	Office 6	Office 7
Air Conditioners							
Bookcases							
Canteen Chairs							
Canteen Tables							
Carpets/ Runners							
Coffee Tables							
Conference Tables							
Computers							
Computer Stands							
Corner Units							
Credenzas							
Cubicles							
Desk - L-Shape							
Desk -medium							
Desks - small							
Display Units							
Drawing Boards							
Dustbins							
Easy Chairs							
Examination Beds - Medical							
Fans							
Fax Machines							
Filing Cabinets							
Fridges							
Glass Tables/ Tops							
Hall Stands							
Heaters							
Manager's Cabinets							
Microwave Ovens							
Mobile Cabinets							
Music System							
Notice Boards							
Office Chairs							
Paper Shredders							
Photo Copiers							
Picture Paintings							
Pigeon Holes							
Pillars							
Pot Plants							
Printers							
Projectors							
Reception Counter							
Safe							
Screens							

Tel: 0861 333 695
Fax: 086 537 8179
Cell: 084 507 8179
Email: planning@unishaun.co.za
Website: www.unishaun.co.za



COMPANY PROFILE

REMOVAL AND RELOCATION SERVICES

For the past decade Unishaun has had various interests in the furniture removal, business translocation, local freight transport and courier industries. Our comprehensive removal and logistics solutions have, from the start, had a strong focus on service excellence, competitive pricing, customer satisfaction and peace of mind, and operate on a national and international level.

Unishaun's commitment to you

We pride ourselves in the high quality of our service offerings. Our experienced and professional staff are constantly striving to deliver the best possibly moving experience for all our customers, whether they be domestic or corporate.

Our people

Staff are permanently employed and have been specially trained to pack, handle and move all your possessions safely and securely. They are constantly monitored and supervised by experienced professionals in the removals industry.

Our vehicles

Unishaun's comprehensively equipped fleet of vehicles is well maintained and caters for moves of all kinds. The 2 and 3 ton vehicles cater specially for complexes where access by larger vehicles is problematic. Our shuttle service (smaller vehicles moving goods to larger ones) further facilitates moves where access is difficult or restricted.

Specialised service offerings

- Fast, obligation free quotations
- State of the art wrapping and packaging materials
- Flexible timing – we move over weekends and on public holidays
- Emergency moves
- We arrange for the move of your vehicles and pets
- Secure storage in professionally managed warehouse facilities
- Optional All Risk Transit Insurance

Tel: 0861 333 695
Fax: 086 537 8179
Cell: 084 507 8179
Email: planning@unishaun.co.za
Website: www.unishaun.co.za



LOGISTICS SERVICES

For the past decade Unishaun has had various interests in the furniture removal, business translocation, local freight transport and courier industries. Our removal and logistics solutions have, from the start, had a strong focus on service excellence, competitive pricing, customer satisfaction and peace of mind. We currently operate on a national and international level.

Unishaun's service commitment

Our company understands the complex and diverse needs of different customers and the need for specialised, fast and secure delivery solutions. Time is money and that time is best devoted to your core business, not on developing and maintaining an expensive and time-consuming delivery strategy for your company. Outsource to us and our reliable service will save you time and money and help your business to thrive.

How our service works

Unishaun is keen to become part of your service and delivery team. Our company processes very substantial amounts of all forms of freight – through collection, handling, transport and delivery – and this has put us in an excellent position to strike the best, most reliable and competitive deals with specialist service providers in the industry. This means that Unishaun's customers will enjoy optimal pricing structures for the services they use with us.

Our all-in-one solution

Many companies regularly ship a variety of documents, parcels and freight to varied national destinations. The process of dealing with the administration, documentation and payment for these different services can be very time consuming and stressful.

Unishaun's comprehensive logistics' solution for your company will remove these administrative impediments and enable you to focus your attention on what matters most – running your business.