

PARKWAY NORTH CENTER
LOADING DOCK / FREIGHT ELEVATOR RESERVATION FORM

Customer: _____

Address: _____

Phone Number: _____ Move In Date: _____

Customer Contact Regarding Move In: _____

Moving Company: _____

Freight Elevator Reservation Request

- Three Parkway North
- North Freight Elevator Time: _____ to _____
- South Freight Elevator Time: _____ to _____
- Four Parkway North Time: _____ to _____
- Six Parkway North Time: _____ to _____
- Nine Parkway North Time: _____ to _____
- Ten Parkway North Time: _____ to _____

Loading Dock Reservation

Please note that the loading docks are available on a first-come-first-serve basis. By scheduling your move-in with the Management Office ahead of time, we can do everything possible to ensure that the dock will be available for your moving truck.

Moving Truck Will Arrive At: _____

All moves must take place while the building is closed (before 7:00 a.m., after 6:00 p.m. or on the weekends). Any move that is not scheduled with the Management Office in advance will be terminated.

Request Submitted By: _____ on _____, 20 _____