



**1875 K STREET**  
**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) 331-1393** to schedule use of the freight elevator.

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