



OFFICE MOVE PLANNING SHEET

Please complete this form and return to the Help Desk – helpdesk@lethbridgecollege.ca. We ask that the request is given at least 7 business days before the move is to occur to enable the coordination of the proper resources.

Who	When	Move from	Port #	Move to	Port #	1 st or 2 nd move	What is being moved?	Comp. and/or printer #	Phone Tag or MAC	Phone ext.	WO#	Main WO#	Port Test	Port ready	Complete install

Detail and/or notes:

Power needs (tech):

Customer contact info:

Name:	Email:	Phone:	Center:
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