**OFFICE**

**MOVING DAY CHECKLIST**

Company: [Midway Circle Corporation]

|  |  |
| --- | --- |
| Employee | Office Items |
| Karen G. Danvers | ☐ Ergonomic Chair☐ Name Placard☐ Desktop Computer Unit☐ Standard Office Supplies |
| Lisa O. Lance | ☐ Ergonomic Chair☐ Name Placard☐ Desktop Computer Unit☐ Standard Office Supplies |
| Maria B. Isaacs | ☐ Ergonomic Chair☐ Name Placard☐ Desktop Computer Unit☐ Standard Office Supplies |
| Roger G. Masters | ☐ Ergonomic Chair☐ Name Placard☐ Desktop Computer Unit☐ Standard Office Supplies |
| Laura B. Summers | ☐ Ergonomic Chair☐ Name Placard☐ Desktop Computer Unit☐ Standard Office Supplies |
| Travis E. Ray | ☐ Ergonomic Chair☐ Name Placard☐ Desktop Computer Unit☐ Standard Office Supplies |