

# AU TRANSPORTATION STUDENT STORAGE REQUEST FORM

*Storage request should be made at least 48 hours in advance of requested move date.*

Name: \_\_\_\_\_ Andrews ID#: \_\_\_\_\_

Cellphone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Move Request \_\_\_\_\_ Scheduled Move Time: \_\_\_\_\_

Cost - \$45 - provides transportation to and from storage unit for 1-3 persons and one hour of services.  
Additional fees will be added based on the total time of the trip - \$45 per additional hour.  
Be sure to pack and secure all items with sufficient packing materials, tape, boxes, ect..  
Andrews University does not assume responsibility for any property.

Campus Pick up Address: \_\_\_\_\_

Storage Destination & Address:

Berrien Springs \_\_\_\_\_

Bridgman \_\_\_\_\_

Niles \_\_\_\_\_

St. Joe \_\_\_\_\_

Other \_\_\_\_\_

Number of boxes: \_\_\_\_\_ (Please attach a list of large items being moved.)

Payment Method: Charge Student ID \_\_\_\_\_ Credit Card: \_\_\_\_\_ Cash \_\_\_\_\_

Student Signature: \_\_\_\_\_

Transportation Deptment Use Only:

Depart AU Time: \_\_\_\_\_ Return Time \_\_\_\_\_ Driver: \_\_\_\_\_

Total trips \_\_\_\_\_ Vehicle \_\_\_\_\_ Mileage \_\_\_\_\_ Fuel: \_\_\_\_\_

Driver Signature: \_\_\_\_\_

When you have completely filled out the form, attach it to an email and send to [trans@andrews.edu](mailto:trans@andrews.edu)  
Approval of Storage Request will be confirmed via email within 24 hours of receiving the request (excluding the Sabbath hours). If you have questions please call us at 269-471-6492.

As of 4/19/2021