**Warp-It: Porters Booking Form**

If you need to book the Porters to deliver items, please fully complete the form below and send a copy of it to [fm-help@reading.ac.uk](mailto:fm-help@reading.ac.uk).

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Your name** | | |  | | | | |
| **Extension number** | | |  | | | | |
| **Your project no.** | | |  | | | | |
| **Warp-IT reference no.** | **If the item is in the Marsden Shed store and has a coloured tag, please input the info here** | **Number and type of item** | | **Current location of item** | | | **Where you would like the item to be delivered to (building and room no).** | |
| *e.g. 1344/19045/1* | *e.g. Tag Orange 4 - Desk* | *e.g. 1x curved desk* | *e.g. Marsden Shed Store* | | | *e.g. E&F Building, Sustainability Team Office* | |
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| **Any specific Portering requirements/ comments:** | | | | | | | |
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| OFFICE USE ONLY: WREN no assigned by Helpdesk to request | | | | |
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Thank you for completing the form. The Porters will process most requests as soon as they are able, and aim to deliver at the latest within 2 working weeks. At times of peak demand (e.g. exam season, start/end of term and around closure days/holidays) please note that it may take slightly longer. If you have visited the store to look at items, please remember to also claim them on [Warp-it](http://www.warp-it.co.uk/RUrecycling) to help us keep the website up to date for you!