

## IATIONAL FORWARDING CO.

2800 ROOSEVELT ROAD - BROADVIEW, ILLINOIS

Telephones: (708) 345- 0550 1-800-323-9125

Fax: (708) 345-9112

DATE: May 12, 2015

TO: Agents and Haulers of National Forwarding Co., and Affiliates

FROM: Michael Wilson, Director, DOD Programs

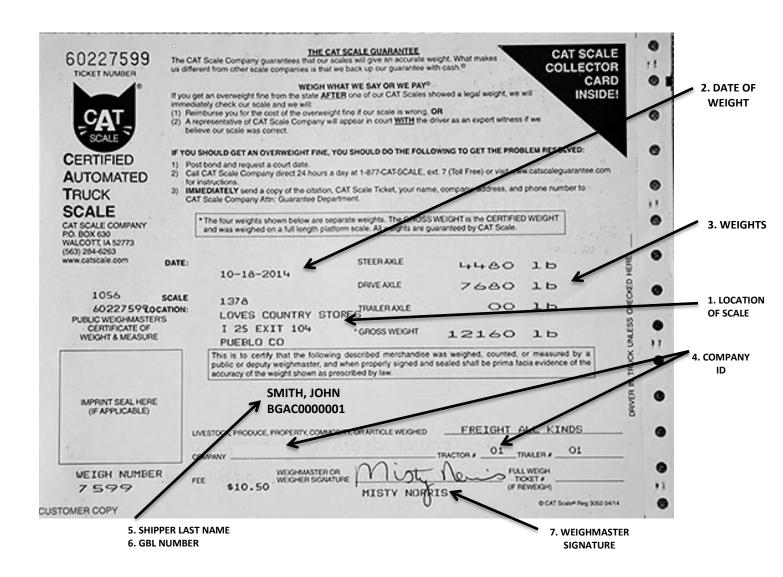
SUBJECT: **Proper Weighing Procedures** 

Here are some reminders regarding weighing procedures on military shipments:

- All shipments must be weighed at origin including shipments releasing out of NTS.
- A reweigh, when requested, should be performed at destination prior to delivery. Please bear in mind that the Transportation Office and customer are entitled to witness any shipment weighing if they so choose.
- Separate weights should be obtained for any extra pickup or extra delivery requiring an accessorial service that has a weight based compensation calculation. This primarily includes shuttles and mini-storage pickup fees.
- Pro-Gear, aka Professional Books, Papers & Equipment, should be weighed separately (on a bathroom scale or platform scale) from household goods and entered on the GBL while being appropriately notated on the inventory. If a scale is not available a constructive weight should be estimated at 7 lbs per cube.
- Leave all pads, dollies, hand trucks, ramps, and other equipment required to transport the shipment on the vehicle during the tare and gross weighing. No person(s) should be on the truck during the time of weighing.
- Fuel tanks should be full at the time of each weighing. If not full, fuel should not be added between the tare weighing and the gross weighing.
- Separate weight tickets are required for the tare and gross weights, except when using the same scale for both.

The following is minimum information that is required on weight tickets:

- 1. Location of scale
- 2. Date of weigh
- 3. Weights
- 4. Company ID
- 5. Shipper's last name
- 6. GBL number
- 7. Weighmaster Signature



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