



"Proudly Serving Military Families"

NATIONAL FORWARDING CO., INC.

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DATE: March 30, 2010
TO: International Agents of National Forwarding Co. and Affiliates
FROM: Patrick C. Johnson, President
SUBJECT: **Consolidation of International Billing and Accounts Payable Processes**

As you may recall from prior communications, National Forwarding Co. assumed management of the International Division of National Van Lines some years ago. Susan Staszewski, a National Forwarding Co. veteran employee, heads up the International Division as the Managing Director. Julie Glista, another National Forwarding Co. veteran, serves as the Operations Manager.

National Forwarding Co.'s management of the International Division allowed us to take advantage of some economies of scale regarding the administration of DoD Program requirements, accounting and claims handling. We are now undertaking programming to provide additional automation of the billing and accounts payable functions pertaining to international operations. The purpose of this memorandum is to give you advance notice of our plans and seek your comments and/or suggestions.

- We intend to adopt a uniform compensation schedule to facilitate the automation of our accounts payable processes. We will adapt our agents' current compensation schedules to fit within that format. When revenue distribution is made, our system will generate a settlement worksheet itemizing the payment being made on a per shipment basis. A copy of the agent's invoice will not be returned with payment.
- We are going to pay all domestic agents via ACH funds transfer. We will provide you with a form which must be completed giving us the account to which your payment will be deposited.
- The day before payment is made, an email will be sent to the email address you designate, providing you with the detail pertaining to the payment that will be transmitted electronically at the close of business that day. That detail will be the worksheets allowing you to identify the shipment(s) and itemize the payment being made.

The above changes are being made in connection with program enhancements providing for a more efficient billing and revenue distribution process, which will speed our billing and increase the speed and efficiency with which we can pay our agents. If you have any comments or suggestions regarding this process, please reply to this email at your convenience. Please note that we do not intend to make any substantial changes to current compensation schedules. We simply want to standardize the format so that our automated procedures can be implemented more efficiently. Further information will be provided shortly.

PCJ/lg