



NATIONAL FORWARDING CO., INC.

2800 ROOSEVELT ROAD • BROADVIEW, ILLINOIS 60155

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*****IMPORTANT INSTRUCTIONS*****

(High Value Inventory and Security Seals)

ORIGIN AGENT/PACKER

It is imperative that items that are considered high value – high theft/loss on a shipment are listed on the **high value/high risk inventory**, in addition to the regular inventory. These items include, BUT ARE NOT LIMITED TO:

- | | |
|-----------------|--------------------------|
| >Albums | >Expensive Figurines |
| >CD's and DVD's | >Oriental rugs |
| >Computers | >Stereo Equipment |
| >Electronics | >Tapes (Audio and Video) |

Our NFC Carton Security Seals should be affixed to the top & bottom of each of these cartons, so please remember to send security seals and high value inventory sheets out with your packing crew. The packing crew is required to list the high value/high risk items individually on the HV/HR inventory, in addition to the regular inventory, if made by the agent. Signatures are required from the packing crew leader and the shipper/releasing agent, confirming that the information provided on the high value inventory is true and correct.

DELIVERING AGENT

At delivery to residence, all items noted on the High Value inventory **MUST** be unpacked and inspected. It is your joint responsibility to check the condition of the contents, discrepancies with contents and inventory count, and or any damage to the seals or cartons. Signatures are required from the delivery crew leader and the shipper/consignee, confirming that the information provided on the high value inventory is true and correct, and the shipper should initial by each item.

FEES

The fees for these forms will be \$9.75 for 25 high value inventory forms and 100 seals to all origin/packing agents. Please use the forms/seals on all National Forwarding Co., Inc., National Van Lines, Inc., or National Move Management DOD shipments. Please do not use them on other carrier's shipments.

We appreciate your cooperation in this matter and are sure that continued use of the High Value Inventory should vastly decrease claims for missing items. We hope that you'll enjoy the benefits of this new system. If you have any questions or comments, please feel free to contact Kevin Spealman, Vice President of Claims, at 800-325-6889. To order additional forms, please contact Akira Williams at the same number. As always, **your continued support is appreciated!**