



“Proudly Serving Military Families”

NATIONAL FORWARDING CO., INC.

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2018 Hauler Quick Check List

Haulers, please take note of the last request on our Quick Check List. The driver is expected to unpack and assemble items taken apart at origin. Make sure enough time is scheduled to complete this TOS requirement. Local agents are packing and delivering shipments out of SIT. They do not have crews available to unpack/assemble shipments at a moments notice. If you are hiring a local crew to help unload, ask them to unpack/assemble the shipment.

Also note, it is necessary this time of year to contact the SIT agent prior to arrival as destination agents are filling up quickly and drivers are waiting in long lines to unload.

Our Hauler needs to:

- Get a new light & heavy weight for all shipments, including NTS. No back weighs please!
- *New DPS Requirement* record the TSP name and SCAC on ALL paperwork.
- Take a rider on all NTS shipments and if you smell or see mold: DO NOT LOAD! Contact our Claims Department immediately at ncs@ncsclaims.com.
- If there are any problems, contact NFC, while the driver is at residence, not after he leaves. This could include packing not completed or last-minute pre-approvals
- Make sure the customer signs all documents, call or email NFC with the weight (including the pro gear) within 3 days after pick up and forward copies of all documents to the OA and to NFC ASAP or no later than 7 days after loading.
- Advise NFC with an ETA to destination.
- **If the shipment is going to SIT, make sure you contact the destination agent listed on our BL – immediately with an ETA, as the agents are filling up quickly. Do NOT assume the agent will accept the driver when he arrives.**
- Re-weigh if requested, call in weights and send copies of weight tickets to our office within 3 days of delivery.
- Contact NFC when you arrive at destination and request any necessary preapprovals.
- We will arrive the shipment in DPS and request SIT # or deliver off to residence.
- **Residence deliveries include one-time placement, full unpack, re-assembly and debris removal.**

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