



"Proudly Serving Military Families"

NATIONAL FORWARDING CO., INC.

2800 ROOSEVELT ROAD – BROADVIEW, ILLINOIS 60155

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

Fax: (708) 345-9112

DATE: April 3, 2018
TO: Agents and Haulers of National Forwarding Co., Inc. and Affiliates
FROM: Jill Finnigan, Director Sales and Operations
SUBJECT: Code 4 Containerization Requirements

*****IMPORTANT REMINDER*****

Please be aware of the following requirements on International Code 4 shipments. These requirements must be adhered to or we will be subject to a Letter of Warning, and possibly, a suspension.

Containerization. Containerization of outbound HHG and UB will be done at the member's/employee's residence, unless otherwise authorized by the ordering officer. The Contractor will perform all exterior containerization services as prescribed for the type of articles, destination, and method of shipment designated by the ordering officer.

If you, as the origin agent, are not able to containerize and seal the shipment at residence **for any reason, contact us immediately at 708-450-2941**. We **MUST** have written authorization from the member; and also, we must notify the PPSO **BEFORE** your crew loads the shipment loose into a truck to bring back to your warehouse.

If you have any questions on containerization, or on any other procedures of an international Code 4 shipment please contact our office at 800-323-1963.

JF/ab