

National Forwarding & Affiliates- Quick Check List

Our Origin agent needs to:

- Perform a **premove survey ASAP** (if the customer cannot be reached contact us) & return to NFC **no later** than 3 days prior to the **first pack date**. The GBL will be printed about a week before load day and sent to you.
- Advise NFC of **any** changes after the premove has been submitted to us.
- Origin Services include performing a pre-move survey, packing, High Value/High Risk Inventory Procedures, local pick up if L/H vehicle is not available or an overflow, making sure customer has proper docs and returning origin docs to the releasing JPPSO/PPSO listed on the GBL.
- **Origin documents must be sent to the base within 7 workdays of load day (call us if the driver has not returned them to you) Sending the docs to the base is part of your booking commission.**

Our Hauler needs to:

- Get a **new** light & heavy weight for shipments out of residence **or NTS** – take a rider on NTS shipments – if you smell or see mold – contact our office immediately – do not load. 800-323-9125
- Contact NFC if there are any problems at residence, any last minute pre-approvals & make sure the customer & origin agent have copies of documents (see document distribution list).
- Contact NFC with the **weights within 3 days after pick up** (include separate pro-gear weight.) Return weight tickets and inventory to the origin agent ASAP.
- Contact NFC with an **ETA** to destination and for the availability of the customer.
- Perform **re-weigh** if requested and call in weights ASAP, and forward copies within 3 days to NFC.
- Contact NFC **when you arrive at destination and request any necessary pre-approvals.**
- We will **arrive** the shipment in **DPS** and **request SIT # or deliver off to residence.**
- Residence deliveries include **onetime placement, full unpack, re-assembly and debris removal**

Our Destination Agent needs to:

- Make sure the driver gets the shipment off in a timely manner.
- Help the driver find qualified help if the shipment is delivering to residence or a shuttle.
- **Advise NFC ASAP** if the customer or the base calls you **to release a shipment out of SIT.**
- **NFC must be advised** of a delivery **BEFORE** it delivers so we can enter the information into DPS.
- Delivery out of SIT includes **onetime placement, full unpack, re-assembly and debris removal**