

NATIONAL FORWARDING CO., INC.

2800 ROOSEVELT ROAD – BROADVIEW, ILLINOIS 60155

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

Fax: (708) 345-9112

“Proudly Serving Military Families”

DATE: October 2, 2014

TO: Agents and Haulers of National Forwarding Co., and Affiliates

FROM: Cheryl Garamoni, Director Agency Services

SUBJECT: **Properly Completed Inventory & Weight Ticket**

Training your crews and drivers should be an on-going process. Please review our systematic points on how to fill out a household goods descriptive inventory and weight ticket on the attached pages. It is important for you to ensure you are complying with the DTR Tender of Service Regulations. For more information, visit SDDC's website: <http://www.sddc.army.mil/PP/default.aspx>.

If you should have any questions or concerns please feel free to contact me.

CG/ab

Properly Completed Inventory

HOUSEHOLD GOODS DESCRIPTIVE INVENTORY

1 TAG LOT NO. 91 THRU 120

2 PAGE NO. NO. OF PAGES 3 of 12

CONTRACTOR OR CARRIER National Van Lines, Inc. U.S. DOT No. 76628

3 AGENT National Van Lines

4 CARRIER'S REFERENCE NO. 333333

5 NAME, RANK/GRADE, SSN Smith, John E-8

6 CONTRACTOR OR GBL NO. B6AC0000011

7 ORIGIN LOADING ADDRESS 123 Fake Street Virginia Beach, VA

8 DESTINATION San Diego, CA

9 GOVT. SERVICE ORDER NO.

VAN NUMBER

DESCRIPTIVE SYMBOLS

BW - BLACK & WHITE TV
C - COLOR TV
CP - CARRIER PACKED
PBO - PACKED BY OWNER
CPO - CARRIER DISASSEMBLED
SW - STRETCH WRAPPED

DSD - DISASSEMBLED BY OWNER
PB - PROFESSIONAL BOOKS
PE - PROFESSIONAL EQUIPMENT
PP - PROFESSIONAL PAPERS
MCU - MECHANICAL CONDITION UNKNOWN

BE - BENT
BR - BROKEN
BU - BURNED
CH - CHIPPED
CU - CONTENTS & CONDITION UNKNOWN

EXCEPTION SYMBOLS

D - DENTED
F - FADED
G - GOUGED
L - LOOSE
M - MARRED
MI - MILDEW

MO - MOTH-EATEN
P - PEELING
R - RUBBED
RU - RUSTED
SC - SCRATCHED
SH - SHORT

SO - SOILED
ST - STAINED
S - STRETCHED
T - TORN
W - BADLY WORN
Z - CRACKED

LOCATION SYMBOLS

1. ARM
2. BOTTOM
3. CORNER
4. FRONT
5. LEFT
6. LEGS
7. REAR

8. RIGHT
9. SIDE
10. TOP
11. VENEER
12. EDGE
13. CENTER
14. INSIDE

15. SEAT
16. DRAWER
17. DOOR
18. SHELF
19. HARDWARE

NOTE: THE OMISSION OF THESE SYMBOLS INDICATES GOOD CONDITION EXCEPT FOR NORMAL WEAR.

ITEM NO.	QUANTITY	DRIVER CHECK	ORIGIN CHECK	SHIPPING CHECK	ARTICLES	CONDITION AT ORIGIN	EXCEPTIONS (IF ANY) AT DESTINATION
1	9				4.5ctn - Flight jacket	M - Pro Gear 3.5 #C	
2					1.5ctn - Reference Material	S - Pro Gear 22 #S	
3	10				Red sofa BE, Br, b		
4					DR wood chair, CH, T, G, b		
5					Toy Box, SC 4, 10		
6	11				Red Tool Box - Full of Tools - Locked		
7	12				Samsung TV: MN LNH600KF, S/N# 33662146 Seal		132636
SEE BACK OF THIS PAGE (PART 1) FOR OVERSEAS MOTEL CERTIFICATION FORM TO BE COMPLETED							

REMARKS/EXCEPTIONS

CHECK OFF EACH ITEM AT DELIVERY

RECEIVED \$ _____ IN FULL SETTLEMENT OF MY CLAIM

SHIPPER'S SIGNATURE _____

INV

THE PROPERTY HAS BEEN RECEIVED AND IN APPARENT GOOD CONDITION EXCEPT AS NOTED ON THE SHIPPING DOCUMENTS.

NOTICE BEFORE SIGNING - CHECK SHIPMENT, COUNT ITEMS AND DESCRIBE LOSS OR DAMAGE IN SPACE ON THE RIGHT ABOVE.

AT ORIGIN	CONTRACTOR, CARRIER OR REPRESENTATIVE (DRIVER)	DATE	AT DESTINATION
	11 John Doe	9/1/14	
	OWNER OR AUTHORIZED AGENT	DATE	
	John Smith	9/1/14	

Shipment stretch wrapped in residence at origin. Customer to initial at left.

CONTRACTOR, CARRIER, OR AUTHORIZED AGENT (DRIVER)	DATE
(SIGNATURE) Bill Edwards	9/17/14
1. DRIVER SATISFACTORILY UNPACKED	DATE
14 John Smith	9/17/14
(SIGNATURE OF DRIVER OR AGENT)	DATE
John Smith	9/17/14

Shipment unwrapped in residence at destination. Customer to initial at left.

0013-4/05

1. List tag color and item numbers on every page
2. List page numbers (1 of 3 pages or 5 of 7 pages, etc)
3. Agency Name
4. Carrier Bill of Lading
5. Customer full name and rank (if available)
6. Government Bill of Lading
7. Complete origin loading address
8. Destination address, if unknown, list city and state
9. Pro Gear- list carton size, item description, M(member) or S(spouse) and the weight should be listed for each individual item as constructed (C) or weight on a scale (S)
10. List furniture item with brief description and don't over write condition at origin
11. List tool boxes or dressers as full/empty or locked/unlocked with brief description of contents
12. Electronics should include a brief description with make, model number and serial number
13. Make sure the driver and customer sign and date at completion of loading
14. Make sure the driver and customer sign and date at the completion of delivery

Properly Completed Weight Ticket

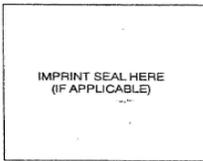
39257454
TICKET NUMBER



**CERTIFIED
AUTOMATED
TRUCK
SCALE**

CAT SCALE COMPANY
P.O. BOX 830
WALCOTT, IA 52773
(563) 284-6263
www.catscale.com

1643 SCALE
392574 LOCATION:
PUBLIC WEIGHMASTER'S
CERTIFICATE OF
WEIGHT & MEASURE



WEIGH NUMBER
7421

CUSTOMER COPY

THE CAT SCALE GUARANTEE

The CAT Scale Company guarantees that our scales will give an accurate weight. What makes us different from other scale companies is that we back up our guarantee with cash.

WEIGH WHAT WE SAY OR WE PAY®

If you get an overweight fine from the state **AFTER** one of our CAT Scales showed a legal weight, we will immediately check our scale and we will:

- (1) Reimburse you for the cost of the overweight fine if our scale is wrong, OR
- (2) A representative of CAT Scale Company will appear in court **WITH** the driver as an expert witness if we believe our scale was correct.

IF YOU SHOULD GET AN OVERWEIGHT FINE, YOU SHOULD DO THE FOLLOWING TO GET THE PROBLEM RESOLVED:

- 1) Post bond and request a court date.
- 2) Call CAT Scale Company direct 24 hours a day at 1-877-CAT-SCALE, ext. 7 (Toll Free) or visit www.catscaleguarantee.com for instructions.
- 3) IMMEDIATELY send a copy of the citation, CAT Scale Ticket, your name, company, address, and phone number to CAT Scale Company Attn: Guarantee Department.

*The four weights shown below are separate weights. The GROSS WEIGHT is the CERTIFIED WEIGHT and was weighed on a full length platform scale. All weights are guaranteed by CAT Scale.

DATE:	6-25-2014	STEER AXLE	11520	lb
		DRIVE AXLE	24940	lb
		TRAILER AXLE	28780	lb
		*GROSS WEIGHT	65240	lb

This is to certify that the following described merchandise was weighed, counted, or measured by a public or deputy weighmaster, and when properly signed and sealed shall be prima facie evidence of the accuracy of the weight shown as prescribed by law.

JOHN SMITH
GBL ABCD0000123

LIVESTOCK, PRODUCE, PROPERTY, COMMODITY, OR ARTICLE WEIGHED: FREIGHT ALL KINDS

COMPANY: ACKLEY TRACTOR # 539502R# 611

FEE: \$2.00 WEIGHMASTER OR WEIGHER SIGNATURE: JOANNA REED- PULL WEIGH TICKET # 39257421 (IF REWEIGH)

© CAT Scale® Reg 3046 04/14

**CAT SCALE
COLLECTOR
CARD
INSIDE!**

DRIVER IN TRUCK UNLESS CHECKED HERE

#2 DATE OF WEIGH
#3 WEIGHTS
#1 LOCATION OF SCALE
#4 COMPANY ID
#7 WEIGHMASTER SIGNATURE

#5 SHIPPER LAST NAME + GBL NUMBER #6

1. Location of Scale
2. Date of Weigh
3. Weights
4. Company ID
5. Shipper Last Name
6. GBL number
7. Weighmaster Signature