

"Proudly Serving Military Families

NATIONAL FORWARDING CO., INC

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Agency Services Bulletin January 15, 2020

TO: Agents & Haulers of National Forwarding Co., Inc. & Affiliates

FROM: Steve Caruso, Manager, Agency Services

SUBJECT: Weighing Procedure REQUIREMENTS

It's a New Year, and we wanted to send out a reminder regarding the requirements for weight tickets, and providing the information to NFC promptly.

- Weights, including pro-gear weight, must be called into NFC within 3 government business days of the load date.
- Origin documentation, including weight tickets, must be sent to NFC within 3 government business days of the load date.
- If the shipment is going into SIT, per military regulation, NFC cannot request SIT from the base until the weights are provided.
- If a shipment is going into SIT and a reweigh request comes through while still in transit to the SIT agent, the reweigh must be performed by the hauler before NFC will request SIT from the base.

As a reminder, the following information is required to be considered a valid weight ticket (see below for example weight ticket):

- 1. Location of Scale
- 2. Date of Weight
- 3. Weights
- 4. Company ID
- 5. Shipper's Last Name
- 6. GBL Number
- 7. Weighmaster Signature
- 8. SCAC

These requirements help NFC avoid unnecessary Letters of Warning, and help to ensure that the agents and drivers are paid without deduction.

Additionally, linked is the <u>Distribution of Documents</u> sheet which outlines each agent's responsibilities, and where/who to send documentation.

Please contact <u>NFC Billing</u> or <u>Agency Services</u> with any questions.

