

NFC's Distribution of Documents – 400NG/DP3 Shipments

<p><u>PRE-MOVE SURVEY:</u></p> <ul style="list-style-type: none"> Local agent must perform and forward the completed NFC Pre-move Survey form and Table of Measurements within 9 GBDs prior to the first pack date. However, if awarded within 14 days or less of the first pack date, perform and forward survey within 3 days of the award. Premovesurveys@nationalforwarding.com Contact NFC if the customer can't be reached for survey. Confirm pack days – if the customer requests a change direct them to our office. See our memo for more information. 	<p><u>CUSTOMER PAPERS AT ORIGIN:</u> (Note 2)</p> <ul style="list-style-type: none"> GBL Inventory & HV/HR inventory DD619 (Note 5) <p><u>CUSTOMER PAPERS AT DESTINATION:</u> (Note 2)</p> <ul style="list-style-type: none"> DD619 if SIT, reweigh services or other accessorial services (Note 5) NTS shipments – copy of the GBL & copy of inventory DoD Loss & Damage Form
<p><u>ORIGIN/BASE PAPERS:</u> (Note 1)</p> <ul style="list-style-type: none"> GBL, weights filled in. Weight tickets (Note 4) Driver must return. DD619 (Note 5). Inventory, including HV/HR inventory. <p>*To streamline our processes into a single email, we encourage the Origin Agent to process a single email to NFC with your invoice and all Origin Papers within 7 days. Your single email will fulfill the base paperwork and origin papers requirement while expediting your origin service payment.*</p>	<p><u>HAULER'S RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> Contact NFC with shipment weight including pro-gear weight – no more than 3 days after loading. Forward weight tickets and inventories, including the HV/HR inventory, to the origin agent and NFC no later than 3 days after loading (Note 4). Include a Rider if the shipment came out of NTS (Driver must get new weights for NTS shipments). Driver must have customer sign and date DD619-1, all inventories and leave copies with customer.
<p><u>HAULER/DELIVERY AGENT PAPERS:</u> (Note 3)</p> <ul style="list-style-type: none"> GBL & NFC BL. DD619-1, (Note 5). Delivery inventory, including HV/HR inventory. Reweigh weight tickets if applicable (Note 4). Rider against driver if applicable. Notification of Loss or Damage at Delivery. Any other documents regarding accessorial services to be billed. 	<p><u>REWEIGH RESPONSIBILITY:</u></p> <ul style="list-style-type: none"> Reweigh weight tickets are to be sent to NFC no later than 3 days after the reweigh is performed (Note 4). If a reweigh is requested on a shipment destined for SIT, and the hauler is sent the reweigh request while the driver is still in transit to SIT, the hauler is required to perform the reweigh – SIT WILL NOT be requested until a heavy weight is obtained by the hauler.

Note 1: Submitting paperwork via email

All paperwork can be submitted via email provided they are legible and complete copies. Below is a list of email addresses that should be used for processing paperwork to NFC.

Please note, the following email addresses are not monitored for inquiry purposes and are strictly used for document transfer.

- Origin paperwork/base papers – origin-docs@nationalforwarding.com
- Origin weights – originweights@nationalforwarding.com
- Reweigh weights – reweigh@nationalforwarding.com
- Storage paperwork – storage-docs@nationalforwarding.com
- Delivery/hauling paperwork – hauling-docs@nationalforwarding.com

Note 2: Customer papers at Origin & Destination – The origin agent and delivery agent must leave these documents with the customer at the time of pickup and delivery.

Note 3: Hauler/delivery agent papers must be sent to NFC as proof of final delivery to property owner. Original Notification of Loss or Damage at Delivery is required for payment.

Note 4: Weight tickets must be legible and include: 1) location of scale, 2) date of weigh, 3) weights, 4) company ID, 5) customer's last name, 6) GBL number, 7) weighmaster signature, 8) SCAC.

Note 5: List all accessorial services performed and the customer must initial each one. This includes: Extra Pickup/Extra Delivery, Third-Party Service (TPS), Crating/Uncrating, Packing/Unpacking, Shuttle Service, Extra Labor, Bulky Articles, and Mini Storage Pickup/Delivery.