



NATIONAL FORWARDING CO., INC.

2800 ROOSEVELT ROAD – BROADVIEW, ILLINOIS 60155

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“Proudly Serving Military Families”

DATE: September 6, 2017

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

FROM: Agency Services

SUBJECT: Origin Weights and Hauling Documents

This year NFC took on the responsibility of forwarding all origin documentation to the responsible PPSO/JPPSO. However, we found there were delays in forwarding documents to NFC and OAs, *by the driver*, in a timely manner. Drivers were holding onto the documents until delivery or sending them to the Corporate Offices for fast payment. The [Tender of Service](#) states the weights must be entered into DPS within 3 days of loading and documents must be sent to the base within 7 days of loading. Drivers must be advised of the importance of getting these documents to us to avoid Letters of Warning and Suspensions. Please review the check list for agents and haulers.

DRIVERS

- Get a new light and heavy weight ticket for every shipment, including NTS – no back weighs please!
- Prepare legible inventories.
- Call NFC with the gross, tare, net and pro gear weight, within 3 days of loading or PRIOR to delivery.
- Forward your documents to the origin agent and to NFC, ASAP or not later than 7 days after loading.
- Reweigh requests – call NFC with the reweigh weight within 3 days, and forward reweigh weight tickets within 7 days.

ORIGIN AGENTS

- Contact NFC if the driver has not returned their documents to you within 3 days.
- Packing inventories should be forwarded to NFC even if you do not have the drivers' documents, making sure all pro gear that you packed has a description and weight listed. Do not alter the pro gear description or weight on your copies, after the customer has signed them.

Send Documents to:

Pickup Weights originweights@nationalforwarding.com
OA Paperwork origin-docs@nationalforwarding.com
Hauling Paperwork hauling-docs@nationalforwarding.com
Reweigh Weights reweigh@nationalforwarding.com

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