



"Proudly Serving Military Families"

## **NATIONAL FORWARDING CO., INC.**

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DATE: June 14, 2018  
TO: Agents & Haulers of National Forwarding Co., Inc. & Affiliates  
FROM: Cheryl Garamoni, Vice President, Agency Services  
SUBJECT: Pro Gear, Totes and 1850 Loss & Damage: A Quick Reminder

### **Pro Gear**

- Must be separated from the customers HHG.
- Packed separately and each box labeled with complete contents.
- Inventory must annotate Pro Gear, M-Pro (member) S-Pro (spouse), it should *not say military gear*.
- Inventory must list the individual box weight, either using a bath scale or constructive weight. (e.g. 3.0 carton, M Pro, flight suit, 21 lbs. C) Constructive weight using 7# per cubic ft.
- Pro Gear weight must be called or emailed to NFC with the shipment weights, within 3 GBD.
- See [DTR, Tender of Service](#) for more information.

### **Totes**

- Customer totes must be opened and inspected by the packers and repacked if necessary.
- Totes should be shrink wrapped, paper wrapped or placed in a box.
- A brief description of the contents should be listed on the wrapped or boxed tote and on the inventory.
- Never place tape on a customer's tote or write on the tote.

### **1850 Loss & Damage**

- All drivers or crews delivering a shipment out of SIT must give the customer an 1850 at the time of delivery.
- No-Touch drivers or agents assisting them should make sure they have the 1850. Call our office ASAP if the driver does not have one. Make sure the customer signs the 1850.

CJG/sc