

SHUTTLE LOG FORM

(complete and return to nfcbilling@nationalforwarding.com)

MEMBER NAME: _____
AGENT/DRIVER: _____

GBL#: _____
BL#: _____

ADDRESS (IF NEEDED AT MULTIPLE LOCATIONS NOTE ALL ADDRESSES):

LOCATION OF TRUCK TO TRUCK TRANSFER (complete address or cross-streets):

DATE OF SHUTTLE SERVICE: _____

TRACTOR TRAILER TRUCK INFO

VEHICLE: _____

LICENSE PLATE: _____

SHUTTLE TRUCK & LABOR INFO

**If a rental truck is used, please provide a copy of the paid receipts.*

**If your own vehicle is used, please provide a copy of the vehicle registration.*

VEHICLE: _____

LICENSE PLATE: _____

TIME SHUTTLE OBTAINED	TIME SHUTTLE ARRIVED ON LOCATION	TIME SHUTTLE LEFT LOCATION	TIME SHUTTLE RETURNED

MEMBER'S SIGNATURE (required): _____

DRIVER'S SIGNATURE (required): _____

**** In order to appropriately bill shuttle, NFC Billing will require DPS approval, signed DD619, shuttle log, and tractor trailer weights. This applies to origin and delivery out of SIT shuttles obtained on day of shuttle service, to confirm a truck to truck transfer occurred. Shuttles at destination on direct deliveries do not require weights, provided the origin weights were taken from a tractor trailer****

****Please be advised should GSA reject any documentation, this may result in a chargeback ****