

LOCAL FREIGHT (NON-PERSONAL PROPERTY)

1. HOW IT WORKS:

A contract has been awarded for the local move of non-personal property, such as office moves, movement of over-sized objects, packing of equipment, and other such services that do not exist in the USAG. This contract is for the service and transportation of such items within the local area of 50 Kms (30 miles) of SHAPE, Chievres, or USAG-BRUSSELS.

2. HOW TO REQUEST THE SERVICE:

The requester simply needs to request the services desired from the Transportation Officer. The request must include the services desired (Appendix H), the date for the service, the estimated weight, quantity of the items, and a point of contact. The request will be forwarded to the contract ordering officer, who will review the request and provide a cost estimate. If necessary, a pre-service survey will be completed. Mail, fax, or hand carry requests to the Transportation Office in Building 220, Room 104. For mailing/distribution, the Stop is #1. For fax messages, the number is DSN 366-6409 or commercial 065/32.64.09.

3. BE READY:

Be ready for your move. Have items clean and ready for the service. To keep the cost down, have a good idea of how you want the services performed. For office moves, the movement of furniture, and safes is "one-time". The contractor will charge for every time the safe is relocated. Send any questions to the Transportation Office.