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**From:** Central Van Lines Move Management  
**Sent:** Wednesday, March 30, 2016 10:34 AM  
**To:**  
**Subject:** Unaccompanied Baggage Pack/Pickup Reminder - GBL# ABCD0160864 (CVNI)

**Importance:** High

This is Central Van Lines, the transportation service provider (TSP) in charge of coordinating your **Unaccompanied Baggage shipment from Rhode Island to Japan (GBL/Reference # ABCD0160864)**. I hope all is well!

Your packout is set to begin on **Friday, 1 April** with our agent, XYZ Moving & Storage. I just wanted to see if you had any pre-move concerns that I might be able to put at ease for you. I have provided below an essential checklist taken from the Defense Transportation Regulations (DTR) to help you get prepared for your move. If you have any questions or concerns about your move at any time, I urge you reach out to us.

Before you read the important list of premove considerations below, please first review/confirm the following information we have on file regarding your availability at your new destination. Please advise me right away if any of this is incorrect, or if you have more updated information to give me:

**You're arriving at your destination on/about:** 5/01/16

**Your current housing availability status is:** Looking

**You're receiving the keys to your home on/about:** Unknown

- 1. DO NOT leave, anywhere in your home, cash or extremely valuable/priceless items which you do not intend to have packed. REMOVE THEM FROM YOUR HOME.**
- 2. Airline tickets, passports, and other documents containing personal information** (e.g. work documents, immunization records, bank statements, and Social Security cards) are important documents. It is a good idea to keep them locked in your car, or with a trusted friend or neighbor, while the crew is packing your home.
- 3. Do not ship small, extremely valuable items** such as stocks, bonds, jewelry (includes costume jewelry), coins/coin collections, and items of great sentimental value such as photo albums or childhood keepsakes. Pack them in your suitcase and hand-carry them, along with your purchase receipts, pictures, and appraisals.
- 4. Advise the crew chief personally and immediately where to find any sensitive/priceless items which you do insist on having shipped.** Monitor their whereabouts throughout the packing process. Be a part of the process to **protect your property!**
- 5. Be available from 8:00am - 5:00pm** each day of pack and pickup. You are welcome to call Arpin Of Rhode Island on the business day prior to your first pack date for a more accurate ETA of the crew.
- 6. Keep us and the local Transportation Officer (TO) immediately informed of any change in your orders,** or other material information changes such as **phone numbers** and **e-mail addresses** where you can be reached.
- 7. Contact us and the local TO immediately if you or your releasing agent needs to reschedule** any day. If Arpin Of Rhode Island arrives and you or your representative are not available, you will be responsible for an **attempted pickup charge.**
- 8. Disconnect electronics** (TV's, stereos, computers, etc.) from all accessories.
- 9. Dismount** any wall-mounted televisions, and any other items to be shipped from walls, cabinets, ceilings, etc. This includes curtain rods, kitchenware (e.g. spice racks, etc.), mirrors, pictures and artwork, etc.
- 10. Disconnect appliances** that are to be shipped from electrical, gas, and water supply & drainage lines. If you are shipping a **front-load washer**, you are responsible for providing the manufacturer's **shipping bolts** that the appliance came with.
- 11. Remove personal property to be shipped from attics, crawl spaces,** or any other area that does not provide **adequate clearance** for an adult to stand erect, or where a temporary or otherwise-unsafe floor is installed. Arpin Of Rhode Island will not service such an area.
- 12. Have your property separated** by shipment and distinctly marked. Put items that are to be shipped in your Household Goods shipment in one area, Unaccompanied Baggage (if applicable) elsewhere, and storage items (if applicable) elsewhere. This will reduce the risk of the wrong items being shipped with the wrong allotment.
- 13. Separate your professional gear** and any authorized additional consumables. Be sure they are identified on the inventory as PBP&E/Pro-Gear and ensure they are weighed separately or a constructive weight has been annotated on the inventory.

14. Have any **pre-packed boxes**, cartons, or totes available for Arpin Of Rhode Island to check. Arpin Of Rhode Island may repack these items to ensure safe transport.
15. You or your releasing agent must witness all crates being **sealed at the residence**. If there is any item that needs to be crated back at Arpin Of Rhode Island's warehouse, they must have your permission to do so before leaving your home. Either you or a Quality Control Inspector from the TO should be present at the warehouse to witness the crating and sealing. If you did not witness the crating and/or sealing, please notify us immediately.

If you have any problems during your pack or pickup, please call us right away. Thank you for the opportunity to provide you excellent service.

Yours,

**[Name]**

Central Van Lines (CVNI)

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[www.centralvl.com](http://www.centralvl.com)