



IF YOU JUST CREATED YOUR HHG SHIPMENT, THEN SKIP TO NEXT SLIDE

Taskbar area showing browser tabs for "ETA SSO Portal v4.3.1" and "DPS - 3.9.1a - Prod". Below the tabs is a navigation bar with links to "Login Page", "Amazon", "AMRDEC SAFE", "ATAAPS", "EOPF", "Google Maps", "Google", "PPA HQ Resource Ctr", "Travel Regulations", and "Yahoo".

Wed Dec 13 21:30:57 UTC 2017

Logout



Welcome to DPS

CLICK HERE

Start a New Move

Shipment Management

Customer Satisfaction Survey

Claim History

Current Move

01 Dec 2017: LUKE AFB to PENSACOLA

Order Number SAMPLE PURPOSES ONLY

Order Type Permanent Change of Station

Shipment Status 1-HHG: In Counseling, Not Submitted

GBL No:

Desired Pickup Date

15 Dec 2017

Actual Pickup Date

Assigned Counselor

Moving Company

Windows taskbar showing the search bar "Search the web and Windows" and several application icons including File Explorer, Mail, Edge, and Word.



Counseling Home

- Customer Profile
 - Customer Information
 - Point of Contact
- My Orders
 - Enter Order Information
 - View Documents
- Order [SAMPLE PURPOSES ONLY]**
 - Orders Details
 - Rank & Hard Copy Orders
 - Order Information
 - Duty Stations
 - Orders Selection
 - Tour Information
 - Additional Information
 - Summary
 - Shipment
 - Create New Shipment**
 - Current Shipments
 - 148KG
- Entitlements
 - PCS: 15000 lbs.
 - Remaining PCS: 15000 lbs.

Create New Shipment

Customer: [REDACTED]

Any update to personal Profile? [Click here](#)

Based on the information you have provided, you are entitled to create the shipments listed in the menu below. Please keep in mind that in order to avoid excess costs the total actual weight of all your shipments should not exceed your authorized weight. If the total weight of all shipments under this set of orders exceeds the entitlement, you will be subject to excess cost.

You may only select and process one type of shipment at a time. Once the shipment data has been completed, you will have the opportunity to request additional shipments.

Avoid Excess Costs
Make your move easier and avoid excess costs by following a few simple rules in planning your move:

- When basic household goods shipments are from the same point of origin and going to the same destination, avoid scheduling extra shipments.
- Avoid shipping unauthorized items. If unauthorized items are discovered in your shipment, you will incur extra costs.
- Get rid of unwanted items because they only add weight.
- Make sure you or a designated agent is at the pickup and delivery addresses between 8:00am and 5:00pm on the date that the packers and movers are scheduled to arrive.

You may only select and process one type of shipment at a time. Once the shipment data has been completed, you will have the opportunity to request additional shipments.

Please select from the Menu below.

Create	Type Of Shipment	Brief Description
<input checked="" type="radio"/> HHG	Household Goods	Items associated with home and all personal effects belonging to member and dependents on the effective date of the member's PCS or TDY order that may be legally accepted and transported.

Will the shipment selected above be created as a Personally Procured Move (PPM)? !

Yes No

[<< Previous](#) [Next >>](#)

- Select HHG
- Select "Yes" for PPM
- Click Next

If you just created your HHG shipment, then just click here to create your DITY move shipment, then you'll see this same screen



DPS COUNSELING

Information regarding this shipment will be printed by email. A copy of this information can be provided to the customer by using the "Print" option at the bottom of the page.

Household Goods (HHG): Items associated with the home and personal effects belonging to the customer and dependent on the effective date of the customer's orders. (i.e., items that may be legally transported to commercial zones are allowed.)

HHG may include:

- Furniture
- Appliances
- Bedding
- Clothing
- Personal effects
- Household appliances
- Household linens
- Household electronics
- Household furniture
- Household fixtures
- Household appliances
- Household linens
- Household electronics
- Household furniture
- Household fixtures

Weight Allowance: There are four kinds of weight allowances:

- Full weight allowance, which is based on your gross weight and subject to your base or other applicable rate.
- Weight allowance for household goods, which is based on your gross weight and subject to your base or other applicable rate.
- Weight allowance for household goods, which is based on your gross weight and subject to your base or other applicable rate.
- Weight allowance for household goods, which is based on your gross weight and subject to your base or other applicable rate.

Prohibited Items: Items that are prohibited from being shipped include:

- Hazardous or explosive or flammable materials, ammunition, flammable liquids, and other items prohibited by law.
- Firearms, explosives, and other dangerous items.
- Perishable goods, such as food, flowers, and other items that require special handling.
- Liquor, wine, and other alcoholic beverages.
- Live animals, birds, and other living creatures.
- Plants, trees, and other horticultural items.
- Radioactive materials.
- Stolen goods.
- Items that are illegal in the destination country.
- Items that are prohibited by the destination country's laws.
- Items that are prohibited by the destination country's customs.
- Items that are prohibited by the destination country's regulations.
- Items that are prohibited by the destination country's policies.
- Items that are prohibited by the destination country's procedures.
- Items that are prohibited by the destination country's practices.
- Items that are prohibited by the destination country's customs.
- Items that are prohibited by the destination country's regulations.
- Items that are prohibited by the destination country's policies.
- Items that are prohibited by the destination country's procedures.
- Items that are prohibited by the destination country's practices.

Click here to verify that the customer has been advised under 48CFR 101-11.6 (a) of the information above.

Click Next

- With DPS, you don't have to visit a Personal Property Shipping Office (PPSO). You receive your counseling online and must check the acknowledgment box at the bottom of the page.
- Click Next

It's best to print all the info out so you'll have it for future reference

Counselor Menu

- Shipment Queue
- People Finder
- Order Finder

Counseling Menu

- Customer Profile
 - Customer Information
 - Point of Contact
- Customer's Orders
 - Enter Order Information
 - View Documents

Order [xxxx]

- Orders Details
 - Rank & Hard Copy Orders
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 - Counselor Page
 - Accessorials
 - Costing
 - Instructions
 - Summary
 - Counseling Office
 - Submit
 - 22-PPM

Entitlements

PCS: 18000 lbs.
Remaining PCS:6010 lbs.

Pickup and Delivery

Counselor: [REDACTED]

Customer: [SMITH, DING -- BG / O-7 -- United States Army -- 444115263]

Click on the to display the list of addresses or add an Address. From the address list select the pickup and delivery locations if applicable. To add an address to your list click on the ; enter the address information and select 'Save Address'.

*Is this a Local Move? Yes No

Answer Yes or No

Dates

* Planned Move Start Date

Select the calendar icon and select the date you'll start traveling

Pickup & Delivery

*Authorized Pickup Address	*Authorized Delivery Address
*Requested Pickup Address	

- Click the rolodex to add/edit the necessary addresses. For most, the left two are the same, and the right two are the same. Once addresses are added, all addresses will be shown no matter which icon you choose. NOTE: For delivery addresses, most don't have an address yet. Just add your phone #, and search for the Base name, or just the city and state of your destination.

In-Transit/Emergency Contact Information

* In-Transit/Emergency Contact Information

Check Mailing Address

Mail Check To

This should be an "emergency contact" not traveling with you. If you want to add their name, enter it on "address line 2" ex: c/o Jane Doe



PPM BASIC

PPM Basic

Additional PPM Information

*Is packing required? Yes No

*Are you requesting an Advanced Operating Allowance? Yes No

*% of Advanced Operating Allowance requested

*Estimated weight Weight Estimator Form

*Estimated weight of PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]

*Estimated weight of Spouse's PBP&E [Pro Gear] [i.e. enter the portion of Total estimated weight that is Pro Gear]

*Spouse's Profession
[Note: Your spouse is only entitled to ship a maximum of 500 lbs Pro Gear in support of their occupation or community support activities.]

*State of Legal Residence (Needed for Tax purposes)

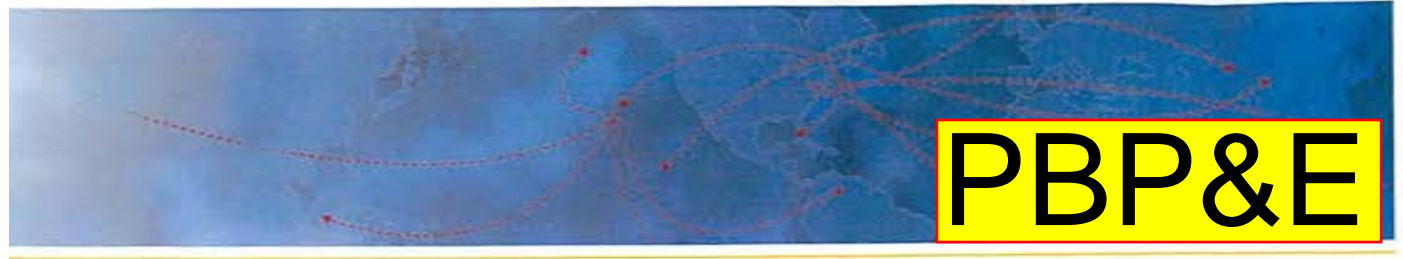
Is this a TDY/TAD and returning to origin duty station? Yes No

*Is the member using a commercial company to move this shipment? Yes No

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For DITY moves, claiming Professional Books, Papers & Equipment (PBP&E aka Pro Gear) for YOURSELF OR YOUR SPOUSE requires PREAPPROVAL! Contact your origin Personal Property Office for the required inventory forms.

On the PPM Basic page, the first question is pre-populated – do not change to NO. Indicate whether an advance will be requested. **TIP: members can only request an advance if renting a truck/trailer.** The % of Advanced Operating Allowance Requested Field will auto-populate depending on your branch of service. Provide an estimate of the weight you will be moving. (tip: rule of thumb is 1,000 lbs per room) Use the drop down menu and select your State of Legal Residence. Answer the remaining two questions and click Next.



ACTIVE DUTY PRO GEAR

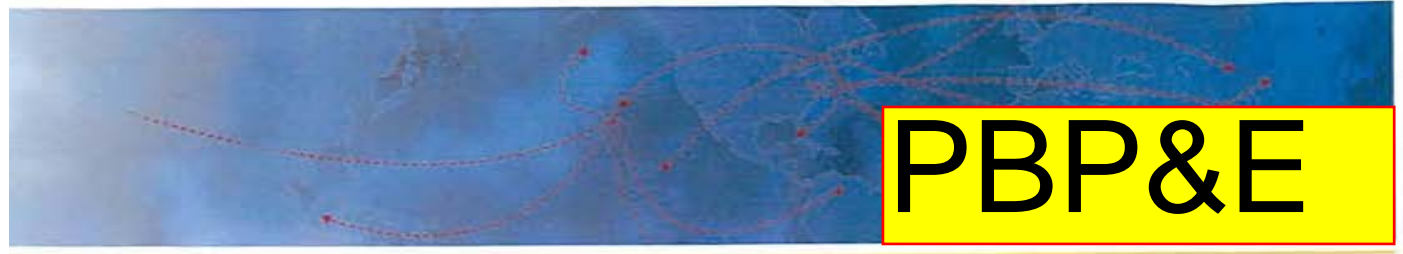
What is PROGEAR?... What am I authorized to claim as PROGEAR?

Professional Books, Papers, and Equipment (PBP&E): Items required to perform your official duties such as:

- Reference books
- Papers and material, instruments, tools and equipment
- Specialized clothing such as diving suits, flying suits, band uniforms (exclude regular uniforms)
- MARS equipment: You must certify you are an active MARS member and all equipment qualifies for MARS use.
- Exclude items that will not be used at next or some future assignment (exception: retirees and most separatees).
- Do not include spouse's professional items.
- Separate professional gear from the rest of your household goods, so that it may be packed, weighed and marked separately, and listed as professional books, paper and equipment on your inventory.
- Your weight allowance will not include the weight of your professional gear.

What is NOT authorized?

- Personal computer equipment or peripheral devices
- Memorabilia including awards, plaques or other objects presented for past performance-including going away gifts
- Table service, including flatware (and serving pieces), dishes (including serving pieces, salvers and their heating units) other utensils and glassware
- Other items of a professional nature that will not be necessary at the next or subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as a part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/ subsequent PDS either in hard copy or available on the internet.



SPOUSE PROGEAR

Note: Spouse PROGEAR will not be considered AFTER the move has been completed

1. General

- a. This is **NOT** applicable to an **employee's** dependent spouse.
- b. PBP&E includes HHG in a spouse's possession **needed for the spouse's employment or community support activities** at the next or a later destination.

2. PBP&E includes the following items:

- a. Reference material,
- b. Instruments, tools, and equipment peculiar to technicians, mechanics, and members of the professions;
- c. Specialized clothing such as diving suit, flying suits and helmets, band uniforms, nurse uniforms, chaplains' vestments, and other specialized apparel not normal or usual uniform or clothing;

3. PBP&E does NOT include the following items:

- a. Commercial products for sale/resale used in conducting business,
- b. Sports equipment, (i.e weights, kettle bells, snorkel equipment, yoga mats, etc.)
- c. Office furniture,
- d. Household furniture,
- e. Shop fixtures,
- f. Furniture of any kind even though used ICW the PBP&E (e.g., bookcases, study/computer desks, file cabinets, and racks),
- g. Personal computer equipment and peripheral devices,
- h. Memorabilia including awards, plaques or other objects presented for past performance,
- i. Table service including flatware (including serving pieces), dishes (including serving pieces, salvers and their heating units), other utensils, and glassware,
- j. Other items of a professional nature that are not necessary at the next/subsequent PDS, such as text books from previous schools unrelated to future duties, personal books, even if used as part of a past professional reading program or course of instruction and reference material that ordinarily would be available at the next/subsequent PDS either in hard copy or available on the Internet.



PPM COSTING

PPM Costing

Counselor: [REDACTED]
Customer: [REDACTED]

To confirm the Government Constructive Cost, press Next.

Cost Computation

Highest BVS-TSP Information

Linehaul Discount:	0.67
SIT Discount:	0.65

Shipment Information

Move Date:	20-Dec-2017
Estimated Weight:	1,500
Miles:	1,668

GCC Factors:

Base Linehaul (discounted):	\$1,165.23
Origin Linehaul Factor:	0.63
Destination Linehaul Factor:	0.7
Linehaul Adjustment:	\$6.58
Transportation Cost:	\$1,171.81
Origin Service Area Fee:	\$3.59
Origin Factor:	\$17.77
Destination Service Area Fee:	\$3.45
Destination Factor:	\$17.08
Full Pack/Unpack Charge (discounted):	\$325.46

Government Constructive Cost (GCC): \$1,532.13

Estimated Gross Incentive (EGI): \$1,455.52

Advance Operating Allowance (AOA): \$0.00

Note: This is an estimate only based on the estimated weight and remaining JTR weight allowance. All figures will change based on the actual weight of this shipment and any other shipments made under these travel orders.
Warning: Please note that any incentive payment received, as a result of your move, may be subject to Federal, State, and Local Income Tax.
Accessorial not authorized for Incentive Based moves.

Your estimated weight

Miles from your From and To address

Amount we would pay a government contractor to move your property (This is the MAX you can get paid)

Anyone doing a DITY move, you're saying I'll move this property for 95% of what you'll pay a contractor.

NOTE: NAVY members will also have a "Shipment Funding" tab, say "yes" to the Paying Finance questions!

CAUTION!! The Cost Computation amounts are NOT guaranteed as the reimbursement. The final payment will be determined when the member submit required documents/weight tickets to the paying office. The actual amount of reimbursement could be SIGNIFICANTLY higher or lower based on the actual move date. Members should be cautioned not to take the advance operating allowance unless absolutely necessary.





Instructions

Vehicle
be out of
vehicle v
location

Weight
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- Id

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amount of weight and
contact the Personal Property Sh

Completing Your Move: You have **45 days** from the day you started your move (date you entered on your application) to turn in the following paperwork:

USN personnel send paperwork for local PPM to:

- Or
 - PP
 - Re
 - Or
 - Ce
 - an
 - Co
 - Vo
- Business Support Department
FISCN HHG Audit Team Division
1968 Gilbert St
Norfolk, VA 23511-3392

Non-Local PPM: USCG personnel send paperwork for non-local PPM to:

Commanding Officer
OPA-1 USCG Finance Center
1430A Kristina Way
Chesapeake, VA 23326-1000

USA personnel send paperwork for non-local PPM to:

Turn your PPM paperwork in at your new duty station Personal Property Office. If you are Separating or Retiring, mail all paperwork to the Personal Property Office listed under Submitting Supporting Documents.

USAF personnel send paperwork for non-local PPM to:

FOR PERSONNEL ON ACTIVE DUTY:
Submit all supporting documentation to the Traffic Management Office (TMO) at your 'New' Duty for processing.
FOR PERSONNEL Retiring, Separating or performing Local Moves:
Return all supporting documentation to the Traffic Management Office (TMO) at your 'Current' or 'Last' Duty for processing.

USN personnel send paperwork for non-local PPM to:

Business Support Department
FISCN HHG Audit Team Division - Code 302
1968 Gilbert St
Norfolk, VA 23511-3392

Note: DoD Customers should make copies of all documentation for their own records prior to submitting them for processing.



Print

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Members are provided with instructions on how to submit their paperwork for reimbursement. It is recommended that members print these instructions for their records.

If member is requesting an advance, they **MUST** submit their paperwork to the paying office within 45 days of the date of their move.

Click Next



Shipment Summary

Home Survey [CSS] | Claims | Consignment Guide | Training | DPS User Satisfaction | Reports | Queries: | HELP

PPM Shipment Information

Cost Details:
Estimated Government Constructive Cost (GCC) is \$4,462.27
Advanced Operating Allowance (AOA) is \$2,543.49 **i**
Your Estimated Gross Incentive (EGI) for the shipment is \$4,239.16 **i**

Delivery Information

You are moving your PPM shipment to
NORFOLK, VA 23501
360-555-1212

In-Transit Address

Your In-Transit address is :
456 OAK AVE
MOMS HOUSE
NEWARK, NJ 07112
714-555-4545

You are a legal resident of NJ state.
Note: This is an estimate only based on the estimated weight and remaining JTR/JFTR weight allowance. All figures will change based on the actual weight of this shipment and any other shipments made under these travel orders.
Warning: Please note that any incentive payment received, as a result of your move, may be subject to Federal, State, and Local Income Tax.

Click here to verify the above information is correct

[Print](#) [<< Previous](#) [Next >>](#)

You will be responsible for the excess cost of \$ 0

- Review the Shipment Summary
- Make changes if necessary
- Check acknowledgement box
- Click Next.



Counseling Office

Defense Personal Property System (DPS) Unclassified//FOUO-Privacy Act Applies Home | SI

Home Self Counseling Shipment Management Customer Satisfaction Survey (CSS) Claims Consignment Guide Training DPS User Satisfaction

Show: Counseling Wednesday, April 18, 2012 19:39:03 Reports Queries:

Counseling Menu

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 - Basic
 - Scheduling

Counseling Office

Customer: [REDACTED]

Once you submit your on-line application, it will be received and processed by the Personal Property Office. A Transport will review your information to ensure that it is complete and accurate. *Note: Your move cannot be scheduled until you have orders and other supporting documents, if applicable, to the transportation office listed below. All counseling related documents be provided to the transportation office within 6 business days of submitting your application. For a short notice pickup (re pickup within 5 business days), please provide supporting documentation as soon as possible.*
You will be notified by the Transportation Service Provider once your shipment has been scheduled. If you have any questions contact the transportation office listed below.

Click here to acknowledge that you have read the above disclaimer

Delivery Installation

GBLOC:	JENQ
Installation Name:	NAVSUP FLC PUGET SOUND

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

*Counseling Office:



- Check acknowledgement
- Using the drop-down menu, select the correct counseling office.

NAVSUP FLC PUGET SOUND BREMERTON

Select from below

- 13th COAST GUARD DISTRICT
- NAVSUP FLC PUGET SOUND EVERETT
- NAS WHIDBEY ISLAND
- NAVSUP FLC PUGET SOUND BREMERTON



Counseling Office, cont.

Defense Personal Property System (DPS) Unclassified/FOUO-Privacy Act Applies [Home](#) | [Site Map](#) | [Log Out](#)

Home | Self Counseling | Shipment Management | Customer Satisfaction Survey [CSS] | Claims | Consignment Guide | Training | DPS User Satisfaction

Show: Counseling | Wednesday, April 18, 2012 19:53:15 | Reports | Queries: | [HELP](#)

- Orders Selection
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 - Pickup & Delivery
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 - Summary
 - Counseling Office**
 - Submit

Delivery Information

GBLOC: JENQ
Installation Name: NAVSUP FLC PUGET SOUND

Selecting Counseling Office Information

REQUESTED PERSONAL PROPERTY OFFICE FOR COUNSELING

You may request any Personal Property Office for counseling. This office is responsible for validating all the information you have entered and to answer any of your entitlement questions. Once validation is complete, the Personal Property Office will forward your application and supporting documentation to the shipping office responsible for booking your shipment

* Counseling Office: NAVSUP FLC PUGET SOUND BREMERTON

Selected Counseling Office Information

Installation Name:	NAVSUP FLC PUGET SOUND BREMERTON
Street:	FISCPS 2255 COLLE AVE, BLDG 905
City:	BREMERTON
State:	WA
ZIP/APO/FPO:	98314
Country:	UNITED STATES
Phone:	36047 67366
DSN:	
Fax:	36047 60069
DSN Fax:	
Email:	hhg_ps_counseling@navy.mil

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Entitlements <<

PCS/UB: 9000 lbs.
Remaining PCS/UB: 9000 lbs.

Useful Links <<

- Limitations
- Online Brochures
- FAQs
- Find a counseling office near you
- Weight Estimator
- Glossary / Acronyms



- Counseling Menu
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- Entitlements
 - PCS: 18000 lbs.
 - Remaining PCS: 15000 lbs.

Shipment Submit

Customer: [REDACTED]

Upon receipt of your supporting documentation the Counseling Office will validate and finalize your application. Once your Counselor has validated your application you will receive an email notification that and DD Form 1351-2 - Travel Voucher or Subvoucher are available for printing.

[Upload Documents](#)
[View Documents](#)

[<< Previous](#) [Submit](#)



CLICK SUBMIT



I/counseling/shipment/ExitPage.faces ETA SSO Portal v.4.3.1 DPS - 3.9.2 - Prod Shipments [DPS - 3.9.2 - Pr...

Help
Portal Login Page Amazon AMRDEC SAFE ATAAPS EOPF Google Maps Google PPA HQ Resource Ctr Travel Regulations Yahoo

Customer Profile

- Customer Information
- Point of Contact

My Orders

- Enter Order Information
- View Documents

Order [SAMPLE PURPOSES ONLY]

- Orders Details
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 - Costing
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 - Submit

Entitlements

PCS: 18000 lbs.
Remaining PCS: 15000 lbs.

Shipment Submit

Customer: [REDACTED]

Your application for the following shipment has been submitted.

Shipment Details

Shipment:	2 PPM
Order Number:	SAMPLE PURPOSES ONLY
Date Submitted:	Fri, 15 Dec 2017 18:45:40
Shipment created by:	427151087

If you need to make changes to any information other than contact data or cancel your shipment, you must contact the Counselor you submitted your application to.
To CREATE a new shipment for this order, click on the Create New Shipment link in the left navigation tree.
To ADD a new order, click on Enter Order Information in the navigation tree in the upper-left corner of the screen under My Orders.

THIS SHIPMENT HAS NOW BEEN RECEIVED BY THE TMO OFFICE YOU SELECTED ON THE PREVIOUS SCREEN. BUT WE STILL NEED YOU TO PRINT THE REQUIRED DOCS WHICH APPLIES TO THIS SHIPMENT.

CLICK PPM





1. CLICK THE PRINTER ICON

2. THIS NEW WINDOW APPEARS. CLICK EACH PRINTER ICON AND PRINT EACH DOCUMENT.

3. Sign & date in block 10 a&b for now on the DD Form 2278. They'll have you complete the 1351-2 & PPM checklist at destination. (Note: The PPM checklist shows the expenses you're authorized to claim; though Gas & Tolls are ONLY allowed to be claimed through TMO if your Finance did not allow you to claim it under your regular Finance travel claim (which covers mileage (gas) and Per diem (tolls/lodging) from your starting and ending destinations).

4. WE, TMO, SHOULD ALSO SIGN BLK 10 C&D ON THE 2278. EMAIL THE SIGNED 2278 TO US AT TMO LUKE@US.AF.MIL. WE WILL SIGN IT AND EMAIL IT BACK TO YOU. FOR THE DESTINATION TMO, YOU'LL WANT TO TURN IN THE 2278, 1351-2, PPM CHECKLIST, EMPTY AND FULL WEIGHT TICKETS FOR EACH VEHICLE YOU USE TO MOVE YOUR FURNITURE, COPY OF YOUR ORDERS, AND RECEIPTS FOR ANYTHING ELSE YOU'LL BE CLAIMING, SO THEY CAN FINALIZE IT AND SUBMIT IT TO YOUR FINANCE OFFICE FOR PAYMENT.



If so, give us a call at 623-856-6425