

ARRANGING A MOVE FOR A NEW U OF A – FAYETTEVILLE EMPLOYEE

1. Contract Vendor:

Armstrong Relocation United Van Lines

2. Contact Info:

Rob Hurt - RHurt@goarmstrong.com or 800/288-7396

3. Armstrong will need the following information provided:

- Employee's name
- Phone number
- Email address
- Moving location from and to.
- Lead Time: 10 day or 2 week advance notice
- E&I Contract Number: CNR-01257

4. Minimum Order:

2,100 pounds

5. Discount: 66%

6. Fuel Surcharge: Not fixed. Dept of Energy determines monthly.

7. Armstrong will supply a written estimate not to exceed 10% quote

8. Insurance:

Full Replacement Value Coverage with NO DEDUCTIBLE is based on \$5.00 x weight of the shipment up to \$100,000 at NO COST

DURING THE MOVE

Armstrong Customer Service Rep: Stacy Mangrum – 800/288-7396 or smangrum@goarmstrong.com

- She will be in contact with the transferee before, during, and after each move.
- Satellite tracking capabilities are installed on all over the road trucks.
- Stacy Mangrum will update the employee through the move process.

04/07/14 KW

07/10/12 KW

11/07/08 KW