

## **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](mailto: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-01267

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: Pam James – 901/547-7392 or [pjames@goarmstrong.com](mailto:pjames@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.

12/5/17 KW  
04/07/14 KW  
07/10/12 KW  
11/07/08 KW