



# Introducing JK Moving Services

2012 Combined Federal Campaign  
of the National Capital Area  
[www.cfcnca.org](http://www.cfcnca.org)



# Needed Information



- The more information the better
  - Several Contacts for Delivery
  - Security Contact
- Special Requirements
  - Loading Dock Restrictions (Height)
  - Logistical Issues (Stair Carry)



# I Placed an Order Through Manage

## *What happens next?*

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1. CFC Headquarters approves the request.
2. JK creates a pick ticket and pulls the order.
3. JK contacts the Campaign Manager / Designated Person.
4. The delivery date is set.

**\*\*The entire process is documented in Manage\*\***

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# Day of Delivery

1. A representative must receive the material.
2. Count the boxes or skids of material
3. Look for the mixed load containers
4. Sign the delivery ticket, noting any discrepancies.



# Helpful Hints

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- Combine Delivery Requests
- Meet Driver Outside Building  
(for smaller deliveries)
- Identify Placement Area of Product
- Ensure Mixed Load Containers are Easily Accessible



*Hope is the Greatest Gift of All*

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*Combined Federal Campaign*

*of the National Capital Area*

*We're On!*



**Schedule**  
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**JK MOVING**  
SERVICES