

RETL Pro Number: _____

Today's Date: _____

Pick-up Date: _____

Instructions:

Enter each item by commodity name with a description. Include the quantity, handling unit and dimensions shipped for each commodity as well as a complete NMFC number and sub class. Additional sheets may be printed if more spaces are needed. Once complete, please submit this form, as well as required supporting documents (examples listed below) via E-mail: customerservice@reddaway.com or fax: 503-885-5687

Commodity Name and Description _____ Qty H/U Length Width Height Weight _____ _____ _____ _____ _____ _____ NMFC # _____ Sub _____ Class _____
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Supporting Documents Required

The below are acceptable document types for supporting a class change request. Please ensure these are attached when submitting.

- Packing List
- Catalog Page
- Product Detail Web Page
- Manufacturer's Specification Sheet

Reminder: A Letter of Authorization from the debtor or the shipper is required, as well as the supporting documents listed on the left. The letter of authorization may consist of a company email or a scanned document on company letterhead.