

❖NGB SHIPPING❖  
12119 Heneson Garth  
Owings Mills, MD 21117  
410-833-4080 or 1-800-258-2267

### Baggage Pick Up Instructions

Dear Parents:

We are happy to inform you that NGB, Inc. has again been designated by Timber Ridge Camp to transport your child's camp luggage. Pick-up of the luggage will begin about seven days prior to the opening of camp and will adhere to the time and site scheduled for each area.

Freight charges (round trip) are per piece shipped and payment must be received prior to the pick-up date. Please mail your payment invoice to: 12119 Heneson Garth, Owings Mills, MD 21117. Please fill out separate invoices for each child. Remember, NGB cannot pick up your baggage if we do not have payment in advance.

**Shipping Limitations:** Due to the limited number of Florida and Atlanta campers who attend the **Second 4-week Session**, we will not be able to offer our regular service to those families. However, for a reduced rate, we will be able to provide pick-up service from Dulles Airport (to camp only) to pick up luggage from incoming flights for the children who attend this session. (Timber Ridge is not able to transport both luggage and children on this arrival date). All of this luggage will return on our regularly scheduled Florida run. If you choose not to use this airport option, our one-way Florida service (shipping home) is still available.

Insurance Coverage: Your baggage is insured at no extra charge for \$500 against fire, theft or loss of any entire shipping package. There is no insurance coverage of the luggage container itself. We assume no responsibility for paper, cardboard, or plastic covered trunks, zippers or duffel bags or broken trunk handles.

**\*\*\*We encourage the use of duffel bags instead of trunks wherever possible.**

**\*\*\*Note:** Please remove all tags from last camping season. Each piece of luggage must show the camper's name, home address, drop-off site and session he or she is attending. **Please include all address information on a sheet of paper inside each trunk or duffel as well.** We will supply luggage tags once your payment is received.

**Why use NGB over UPS?** Once luggage is put on our trucks it goes directly to camp. With UPS it goes to different sorting terminals and the chances of your luggage going to the wrong destination are greatly increased. Every year there are several cases of lost luggage with UPS.

**Return of Baggage:** All Florida luggage will be shipped home according to the schedule you will receive with your tags once we receive your payment. All other luggage will be shipped home at a convenient time which will allow you to pick up both your camper and his/her luggage at the same time.

Please address all inquiries to (410) 833-4080 or 1-800-258-2267. We look forward to helping you get your camper's summer off to a great start!

## PICK-UP AREAS

Pittsburgh

Rockville, MD (Wash. D.C. & No. VA)

Pikesville (Baltimore)

Atlanta, GA

Florida Areas:

Palm Beach

Boca Raton

Plantation

Miami

\*\*\*Exact location addresses will be sent to you with luggage tags in the next mailing approximately May 1<sup>st</sup>. Only individuals who have sent in their payment will receive this mailing. There will be a pick-up and drop-off location in each of the above areas.

\*\*\*When filling out your invoice page, please indicate which of the general areas from above you would like to ship from.

\*\*\*Shipping costs from each area are **per piece** that you plan to ship (trunks and duffels).

## COSTS

	<u>Round Trip</u> PER PIECE	<u>One Way</u> PER PIECE	<u>Airport Option</u> PER PIECE
Florida	75.00 per piece	50.00 per piece	45.00 per piece
Atlanta	75.00 per piece	50.00 per piece	45.00 per piece
Pittsburgh	50.00 per piece	35.00 per piece	
Baltimore	45.00 per piece	35.00 per piece	
Rockville	45.00 per piece	35.00 per piece	

\*\* Airport Option is only available to second 4-week session campers (shipping to camp ONLY) (Dulles). All luggage will be returned on August 14<sup>th</sup> at the designated Florida drop-off sites. Atlanta luggage will be returned **Florida campers** - please designate Florida area to be shipped home on the invoice form.

**INVOICE**

\_\_\_\_\_I will be using N.G.B. Shipping to ship my child's luggage.

Please circle appropriate camp and session:

**Full Session (6/19/11-8/12/11)**

**First 4-week Session (6/19/11-7/18/11)**

**Second 4-week Session (7/20/11-8/12/11)**

**12 Day Session (06/19/11-07/02/11; 07/20/11-08/02/11)**

#\_\_\_\_\_ Duffels (\*Estimate highest number)

Enclosed is a check for \$\_\_\_\_\_ to cover the shipment of luggage.

Credit Card Number\_\_\_\_\_ Exp. Date\_\_\_\_\_

Camper's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Site luggage will be shipped from \_\_\_\_\_

(Florida campers designate which pick-up site in Florida)

Site luggage will be shipped to home \_\_\_\_\_

One Way - Please circle one:    Home to Camp                      Camp to Home

**Please fill out a separate form for each camper**

**Please return completed form with your check to:**

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Owings Mills, MD 21117