

TRANSPORTATION REQUEST

MCCS Motor Transportation
 Bldg. 5612 Camp Foster
 Phone: (DSN) 645-7516 / (Local) 098-970-7516
 Email: TransportationRequest@okinawa.usmc-mccs.org
 Hours: Mon~Fri 0630-1700 Closed Weekends & Holidays



Requestor Name:				Today's Date:	
Unit / Section / Address:					
Phone:		Mobile:		Email:	
Requested Service:			Qty: :		Vehicle Type:
Number of Passengers:		Estimated Cargo Weight:			
Other:					

Departure Time Line Details

Date	Pickup Location	Pickup Time	ETA	Destination	Point of Contact	Mobile

Return Time Line Details

Date	Pickup Location	Pickup Time	ETA	Destination	Point of Contact	Mobile

Additional Remarks / Notes / Details / Directions / Flight Information

Transportation Rates:

- Airport Charter (up to 9 Pax & Luggage) \$45.00 ~ \$140.00 based on departure & destination zones
 - Van Charters (5~9 pax) \$35.00 per hour (Minimum 3-hour charge applies)
 - Bus Charters (16~66 pax) \$50.00 per hour (Minimum 3-hour charge applies)
 - Heavy Equipment (Forklifts, Tractor/Trailer, etc.) \$60.00~ per hour (Minimum 3-hour charge applies)
- (Note: Heavy Equipment pricing determined based on additional logistical support equipment required to transport requested equipment)

Information:

- Transportation services are provided to and reserved for, authorized Department of Defense customers and guests only.
- All Requests for Transportation must be submitted 3 to 5 business days prior to date of service in order to schedule resources.
- Rates are determined by MCCS Motor Transportation Representatives.
- Transit times calculated based on departure and return from/to Camp Foster. Costs are firm and Non-negotiable.
- All requests are processed in the order received.
- Motor Transport reserves the right to decline/cancel requests due to resource unavailability, weather or other unforeseen circumstances.
- Submission of this form does not constitute automatic securing of the request. A confirmation email including confirmation number(s) will be sent via email to the requestor.
- Please notify Motor Transportation of any cancellations at least 24-hours prior to date of requested service.

Please submit this completed request via email to: transportationrequest@okinawa.usmc-mccs.org

FOR MOTOR TRANSPORT USE ONLY					
Payment Method			Date of Service		CONFIRMATION
<input type="checkbox"/> Cash	<input type="checkbox"/> Check	Amount Due:			
<input type="checkbox"/> Credit Card	<input type="checkbox"/> Other	Payment Due By:			
<input type="checkbox"/> Unit Funds	<input type="checkbox"/> QRP Funds	Payment Received:			