

# INSTRUCTION SHEET FOR COMPLETING FHT FORM 55-X28 INVENTORY SHEET 'STEP BY STEP'

- BLOCK 1** Enter soldier's name.
- BLOCK 2** Enter your home phone number or government barracks phone number.
- BLOCK 3** Enter the phone number where you can be contacted during duty hours.
- BLOCK 4** Enter the complete address where the shipment will be picked up. If you live in the barracks, we need the front street and a side street nearest your barracks, bldg number, room number, stack number, floor number, and unit.
- BLOCK 5** Enter the complete address of where you want your shipment delivered. If storage - write in 'storage')
- BLOCK 6** Find the items on the inventory sheet which are similar to the items which you want to ship.
- BLOCK 7** In block 'b' put the number of items, or number of containers needed to pack the item.
- BLOCK 8** Multiply the number in block 'a' by your entry in block 'b' and put the total in block 'c'.
- BLOCK 9** Add all your entries in block 'c' and put the total in the 'subtotal' block at the bottom of column 'c'.
- BLOCK 10** Add the 3 columns of block 'c' and put the total sum in the grand total, block 'd'.
- BLOCK 11** Multiply the grand total by 7 and enter the estimated total weight for your shipment.

THANK YOU FOR YOUR COOPERATION

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## INFORMATION ON SIZE AND USE OF CONTAINERS

**DISH BARRELS - 10 CU FT** - Average weight 70 lbs. Used for china, glassware and phono records. Each dish barrel is large enough for 45 pieces of glassware or china or 50 phono records.

**CARTONS FOR BOOKS - 2 CU FT** - Average weight 40 lbs. Each will hold approximately 25 books of average size.

**CARTONS FOR LINENS AND BEDDING - 5 CU FT** - Average weight 35 lbs. Used for table linens blankets, bedspreads, sheets, etc.

**CARTONS FOR POTS, PANS, ETC. - 5 CU FT** - 15 pieces or 35 lbs. Approximately the size of footlocker.

**CARTONS FOR CLOTHING - 10 CU FT** - Approximately twice the size of a footlocker. Holds an average of 5 dresser drawers.

**CARTONS FOR MISC. ITEMS - 3 CU FT** - 20 - 25 lbs per carton. Knickknacks, toys, etc.

**WARDROBE CARTONS - 10 CU FT** - Used for transportation of clothing to be left on hangers. Each will hold approximately the number of garments that can be stored on one yard of closet rod space. Approximately 3 wardrobes will be needed for an average size closet; 4 for a walk-in closet.

**WARDROBE, OVERSEAS - 7 CUP FT** - flat carton. Holds approximately 12 -15 garments.

**NOTE: WARDROBES WILL NOT BE USED FOR TDY OR  
NON-TEMPORARY STORAGE SHIPMENTS.**

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## HELPFUL HINTS ON PREPARING YOUR FHT FORM 55-X28

1. Cross multiply the middle column by the first column to get your cubic feet column.
2. Next add each cubic feet column to get the total cubic feet for that column, then add all three columns together to get one total and multiply that total by 7 to get your estimated weight.
3. Include all breakable items (dishes, crystal, beer mugs, knickknacks, tupperware, etc.) in your DISH PACKS.
4. Include small appliances in the boxes for POTS & PANS.
5. Count the number of stereo pieces you have including speakers. Enter the total number of pieces beside the words STEREO-HI FI.
6. On items that would normally fit inside a BOX, put the number of Boxes needed, not the number of pieces ( i.e. 2 boxes of clothes, not 340 pieces of clothes).
7. On items that do not fit in BOXES, put the number of items you have, not the number of PIECES that item has ( i.e. a couch with 3 cushions and 5 pillows would be SECTIONAL or DAVENPORT -1, not SECTIONAL or DAVENPORT -8).
8. Anything not listed on the 1701 should be entered under OTHER ITEMS and given an approximate weight.
9. Any boxes that you pack yourself should be listed under CONTAINERS PACKED BY OWNER, and given an approximate weight. These BOXES will have to be left open so that the carrier can make an inventory of the contents and repack items if necessary for shipment.
10. DISH PACKS are the size of three (3) army footlockers.
11. CLOTHING BOXES are the size of two (2) army footlockers.
12. Boxes for POTS & PANS and LINENS are the size one (1) army footlocker.
13. BOOK BOXES are a little smaller than 1/2 an army footlocker.
14. DAVENPORT is a loveseat.
15. STUDIO COUCH is a couch.
16. SECTION 2, 3, 4 is a sectional couch or a pit group.
17. TELEVISION, COMBINATION/COLOR is a console model TV or a large 26 inch screen TV.
18. TELEVISION, TABLE MODEL/COLOR is a portable TV that sits on a stand.
19. ASH or trash can is large outside metal/plastic garbage can.
20. TABLE, DINETTE is a dining room table without any extra leaves.
21. TABLE, EXTENSION is a dining room table with extra leaves.
22. TABLE, BREAKFAST is a breakfast room table.
23. WARDROBE CARTONS are large cartons which will hold approximately 35 to 40 hangers with clothes.
24. LAYDOWN WARDROBE are large cartons where the clothes are laid down in the carton instead of folded and put in clothes cartons (used primarily for OVERSEAS shipments).
25. Normal military clothing, (BDUs) cannot be shipped as professional items.
26. PROFESSIONAL ITEMS include the following:
  - a. REFERENCE BOOKS, PAPERS, & MATERIAL.
  - b. INSTRUMENTS, TOOLS, & EQUIPMENT needed by technicians, mechanics, and members of the professions.
  - c. SPECIALIZED CLOTHING such as diving suits, astronauts' suits and helmets, band uniforms, chaplains' vestment, and other specialized apparel not considered to be normal or usual uniform or clothing.
  - d. COMMUNICATIONS EQUIPMENT used by members in association with Military Affiliate Radio System (MARS).
  - e. Individually or specially issued FIELD CLOTHING or EQUIPMENT.
  - f. OFFICIAL AWARDS given to a member by a Service (or a component thereof) for service performed by the member in the member's capacity or by a professional society or organization of the U. S. or foreign government for significant contributions by the member in connection with official duties.
  - g. PERSONAL COMPUTERS (PC) may be shipped as professional equipment when certified by the soldier prior to shipment as being necessary in performance of official duties. Automated filed data will likewise be treated the same as paper.