## **Central Dispatch Inbound**

Central Dispatch is a load board we utilize for long-distance transport. Central dispatch carriers are the only vendors we offer check payment to (all other vendors are paid by credit card).

If a Central Dispatch carrier calls in regarding a posted job:

- Identify the move caller should have the move # (ref to as load #)
- Gather the below info
  - Company name
  - Caller's name, callback # & email address
  - Equipment they would be using for transport
  - o Quote
  - Pick up date/timeframe if outside of deadline/hours for pick up, see if they can adjust to fit deadline/hours of pick up.
  - Delivery date/timeframe if outside of deadline/hours for delivery, see if they can adjust to fit deadline/hours of delivery.
  - Confirmation they have an active W-9 & insurance and will email it to ers@transitpros.com if approved for dispatch.
- Note the above on move and email through move notes to <u>leads@transitpros.com</u>
- Advise caller you are submitting the information and we will be in touch if they are approved for dispatch.