

Dispatching and Beyond



Free Dispatcher Course

For Kyrgyz community entering
the US Trucking Industry

Created by **Adele Aidin**

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7. Setup Process

WHAT IS SETUP



Setup

is the process of establishing a formal agreement between a broker and a carrier to transport goods under agreed terms.

- Ensures all conditions are agreed upon by the broker, carrier, and driver before transportation begins.
- Crucial for ensuring payment security and minimizing the risk of fraud.

WHY IS SETUP NEEDED

Factoring Approval

A process to check the broker's MC (Motor Carrier) for creditworthiness to minimize payment risks.

Factoring companies like RTS Pro conduct a **Factoring Credit Check** to reduce exposure to non-payment and fraudulent activities.

RTSPRO™

FreightFactoringCredit

SearchFAQ

Search By Company Name

159429

X

Search

RATING	COMPANY NAME	MC #	DOT #
B	SAMPLE TRANSPORTATION SERVICE	000000	3334422
A	SAMPLE TRANSPORTATION SERVICE	000001	3334433
C	SAMPLE TRANSPORTATION SERVICE	000002	3334444
N	SAMPLE TRANSPORTATION SERVICE	000003	3334455

B

SAMPLE TRANSPORTATION SERVICE

☆ Set As Favorite

X

ADDRESS

PHONE

MC #

DOT #

AUTHORITY GRANTED

sample address

sample data

sample data

sample data

sample data

Experiences

CARRIERS REPORTING

FIRST ACTIVITY

LAST ACTIVITY

LAST CREDIT SCORE CHANGE

sample data

sample data

sample data

sample data

Pay History

LAST 60 DAYS

AVERAGE DAYS TO PAY28

INVOICES INCLUDED51

LAST 90 DAYS

AVERAGE DAYS TO PAY28

INVOICES INCLUDED62

TOTAL

AVERAGE DAYS TO PAY32

INVOICES INCLUDED770

Dot Information

AUTHORITY TYPE

LEGAL NAME

DOING BUSINESS AS

Broker

SAMPLE TRANSPORTATION SERVICE

Authority Information

AUTHORITY

PENDING

REVOKED

BROKER

Active

No

No

CONTRACT

inactive

No

No

COMMON

inactive

No

No

Rows per page: 251-4 of 4

Disclosure: This information is the property of RTS Credit Service, Inc. Any use of this information is subject to the terms and conditions of the RTS Credit Service, Inc. Factoring Agreement.

STEPS IN THE SETUP PROCESS

1. Receive Setup Request from Broker

This request initiates the setup process and includes required documents and instructions.

Types of Setup: PDF / Online

New Carrier Packet

Inbox x

Charley Wood <sample@email.com>

to me

New Truck Setup Packet

Please fill out and sign the attached carrier agreement (you can skip

We also need copies of the following:

-W9

-Authority (MC)

-Certificate of insurance (Certificate holder can be blank)




Thank you!

Charley Wood | Account Manager

Sample | Chicago

sample@email.com

www.sample.com



Organic Produce Summit | July 13-14 Booth 508

FoodService | July 28-29 | Booth 318

PDF

TLC Broker Carrier ...

CARRIER SETUP

Inbox x

Patrick x

Harry s <sample@email.com>

to Carrier, Eric

Hi,

Please click on link..

HARRY SINGH

DAT OnBoard

Company

Contacts

Fleet

Lanes

Tax

Documents

Insurance

Contracts

Company

CARRIER INC

Items marked with * are required to complete your profile.

Company Information

* Company Type:

Sole Proprietorship

* Year Founded:

Valid input is required

SCAC(s): Separate using commas

e.g. ABCD, EFGH

☐ Woman owned

☐ Veteran owned

☐ Minority owned

Company Address

Physical Address

* Street:

STEPS IN THE SETUP PROCESS

2. Unpack and Review Documents

Certificate of Insurance (COI):

Proves the carrier has necessary insurance.
Must list the broker as the **Certificate Holder**,
confirming coverage for the specified broker.



Accounting/Administrative
194 E Sample St., PO BOX 111
WEISER, ID 00000-0000
(000)00000 00000-000 FAX
sample@email.com or sample@email.com

DISPATCH OFFICES

Laura-Meridian, Idaho

(000) 000-0000
(000) 000-0000
(000) 000-0000
sample@email.com

Kim-Weiser, Idaho

(000) 000-0000
(000) 000-0000
(000) 000-0000
sample@email.com

Becky-Filer, Idaho

(000) 000-0000
(000) 000-0000
(000) 000-0000
sample@email.com

Julie-Sparks, Nevada

(000) 000-0000
(000) 000-0000
(000) 000-0000
sample@email.com

CARRIER INFORMATION

NAME: _____ WEB SITE: _____

STREET ADDRESS: _____ REMIT TO ADDRESS: _____

LOCAL PHONE: _____ (800): _____ FAX: _____

AUTHORITY # _____ HAZ MAT PERMIT # _____

TRAILERS _____

LENGTH: _____ TYPE: _____ QTY: _____ LENGTH: _____ TYPE: _____ QTY: _____

LENGTH: _____ TYPE: _____ QTY: _____ LENGTH: _____ TYPE: _____ QTY: _____

OF POWER UNITS: _____ WHAT STATES DO YOU OPERATE IN? _____

WHAT ARE YOUR LANE PREFERENCES: _____

ORIGIN: _____ DESTINATION: _____

ORIGIN: _____ DESTINATION: _____

ORIGIN: _____ DESTINATION: _____

CONTACT INFORMATION

If you have a company directory with phone extensions and/or email addresses please forward.
DISPATCHER(S): _____ EMAIL: _____ CELL #: _____

EMAIL: _____ CELL #: _____

EMAIL: _____ CELL #: _____

ACCOUNTS RECEIVABLE _____

BILLING CONTACT: _____ EMAIL: _____

PHONE: _____ OR FACTORING COMPANY NAME: _____

PLEASE FAX TO 877-596-1171 OR EMAIL TO: sample@email.com, along with:

-Carrier information sheet

-MC Authority

-Current Certificate of Insurance for cargo and liability coverage (Action Truck Brokerage must be a Cert. holder!)

BROKER - CARRIER AGREEMENT

This Broker - Carrier Agreement (herein referred to as "Agreement") is made and entered into between:

Action Truck Brokerage, an Idaho business, whose address is 194 E. Commercial, PO BOX 111 Sample, and who is a licensed property broker under USDOT # 000000 and Docket No. MC-000000 (hereinafter referred to as "Broker"); and

_____, whose address is _____, and who is a licensed and authorized motor carrier under USDOT # _____ and Docket No. MC- _____ (hereinafter referred to as "Carrier").

WHEREAS, Broker, is a property broker which arranges for third party motor carriers to provide cargo transportation for Broker's customers in accordance with its role as legally defined under 49 U.S.C. § 13102(2) and 49 C.F.R. §371.2;

WHEREAS, Carrier, is a motor carrier that provides motor vehicle transportation of property for compensation in accordance with its role as legally defined under 49 U.S.C. § 13102(14) and 49 C.F.R. §390.5; and

WHEREAS, it is the intent of the parties that this Agreement govern the parties' performances and obligations pertaining to transportation services for freight tendered to Carrier hereunder;

NOW THEREFORE, in consideration of the foregoing premises and of the mutual promises herein contained, Broker and Carrier agree as follows:

1. Carrier Status, Rights and Responsibility.

Carrier will perform its Transportation Services for Broker and Broker's Customers as an independent contractor on a non-exclusive basis and will not for any purpose be the agent of Broker or Broker's Customers. Carrier has exclusive control and direction of the work Carrier performs pursuant to this Agreement. Carrier will not contract or take any action in Broker's name without Broker's prior written consent.

Carrier agrees to assume full responsibility for the payment of all local, state, federal and intra-provincial payroll taxes, and contributions or taxes for unemployment insurance, worker's compensation insurance, pensions, and other social security or related protection with respect to the persons engaged by Carrier for Carrier's performance of the transportation and related services (the "Transportation Services"), and Carrier shall indemnify, defend and hold Broker, and Broker's Customer harmless therefrom. In addition to other documents that Broker may

BROKER - CARRIER AGREEMENT - Page 1 of 10

January 16, 2018

11. Savings Clause. If any provision of this Agreement is held to be invalid, the remainder of the Agreement shall remain in force and effect with the offensive term or condition being stricken to the extent necessary to comply with any conflicting law.

12. Term. This Agreement shall be for the period of one (1) year and shall be automatically renewed on a yearly basis thereafter unless cancelled. Either party may terminate this Agreement upon fifteen (15) days written notice to the other party. By signing below, Carrier represents that it has the authority and ability to enter into legally binding contracts and that Carrier agrees to be bound by the terms and conditions of this Agreement effective immediately.

13. Notices. Any written notice herein provided for shall be sent by certified mail, return receipt requested, to the party to be notified at the address shown below, or to such other addresses as shall have been designated in writing by such party for this purpose.

14. Binding, Etc. This Agreement shall be binding upon the respective heirs, executors, personal representatives, successors and assigns of the parties hereto.

15. No Assignment. Neither Carrier nor Broker may assign or transfer any rights under this Agreement, in whole or in part, without the prior written consent of the other party.

16. Attorney's Fees. In the event it becomes necessary to enforce any of the terms or conditions of this Agreement through a legal action, the prevailing party shall be awarded a reasonable attorney's fee in addition to any costs allowed by law.

17. Legal Counsel. Carrier has been advised to seek the assistance of legal counsel and has had the opportunity to seek the assistance of legal counsel on its behalf in connection with this Agreement and the execution thereof and that Carrier agrees and acknowledges that it enters into this Agreement upon its own decision to do so voluntarily with or without the assistance of legal counsel and without reliance upon Broker or legal counsel for Broker.

18. EFFECTIVE DATE. This Agreement shall become effective when both parties have signed it. The date this Agreement is signed by the last party to sign it (as indicated by the date stated opposite that party's signature) will be deemed the date of this Agreement.

Carrier: _____

DATE: _____, 20__ By _____, Its _____

Witness: _____

BROKER - CARRIER AGREEMENT - Page 8 of 10

January 16, 2018

ACTITRU-02		CPhillips1				
ACORD		DATE (MM/DD/YYYY): 8/18/2020				
CERTIFICATE OF LIABILITY INSURANCE						
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have additional insured provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER 194 E Sample St., PO BOX 111 WEISER, ID 00000-0000 (000)00000 00000-000 FAX		CONTACT Casey Phillips PHONE: (800) 373-1711 FAX: (866) 308-8825 EMAIL: casey.phillips@hubinternational.com				
INSURER A: Great American Insurance Company		INSURERS AFFORDING COVERAGE: 16691				
INSURER B:						
INSURER C:						
INSURER D:						
INSURER E:						
INSURER F:						
COVERAGES						
CERTIFICATE NUMBER:						
REVISION NUMBER:						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR	TYPE OF INSURANCE	ADDL SUBR (IND-100)	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE \$
	CLAIMS MADE					REMEDIAL (Ea occurrence) \$
	MED EXP (Any one person)					\$
	PERSONAL & ADV INJURY					\$
	GENERAL AGGREGATE					\$
	PRODUCTS - COMP/OP AGG					\$
	COMBINED SINGLE LIMIT (Ea accident)					\$
	BODILY INJURY (Per person)					\$
	BODILY INJURY (Per accident)					\$
	PROPERTY DAMAGE (Per accident)					\$
	EACH OCCURRENCE					\$
	AGGREGATE					\$
	RETENTIONS					\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	Y/N	N/A			\$
	ANY PROPRIETOR/PARTNER/EXECUTIVE/ARBITRARY IN WHATEVER TYPE OF OPERATION					\$
	UMBRELLA LIAB					\$
	EXCESS LIAB					\$
	DED					\$
	RETENTIONS					\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	Y/N	N/A			\$
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	EXCESS LIAB					\$
	DED					\$
	RETENTIONS					

STEPS IN THE SETUP PROCESS

3. Carefully Review and Sign Documents

Review all terms and conditions in detail
before signing.

Cross-check the Certificate of Insurance and
ensure all coverage requirements are met.




4. Send Completed Documents Back to Broker

Attach all required documents, including COI and signed
agreements, for the broker's review.

IMPORTANT DOCUMENTS

Rate Confirmation (RC)

- A legally binding agreement on the payment terms between the broker and carrier.
- Must be signed by the carrier to confirm acceptance of the agreed rate and terms.



TOTAL QUALITY LOGISTICS

TQL RATE CONFIRMATION FOR PO# 16984648

FIND YOUR NEXT LOAD BY VISITING
CARRIERDASHBOARD.TQL.COM

TO ENSURE PROMPT PAYMENT, SUBMIT THIS RATE CONFIRMATION, COMPLETE BOL(S)POD, RECEIPTS AND OTHER APPLICABLE PAPERWORK TO CINVOCES@TQL.COM. FOR OTHER OPTIONS, SEE NEXT PAGE.

TQL CONTACT INFO

Name	Phone	Email	Fax
William Gresham	000-000-0000 x00000	sample@email.com	0000000000

CARRIER CONTACT

Office Staffed 24/7

MC#/DOT#	Name	Phone	Terms	Fax
			28DAYS	847-000-0000

Address

194 E Sample St., PO BOX 111 WEISER, TX 00000-0000

Dispatcher	Driver	Truck #	Trailer #
kate	Zima	715	GG000

LOAD INFORMATION

Rate	Type	Unit	Quantity	Total
\$1,700.00	Line Haul	Flat	1	\$1,700.00

Rates that are based on weight or count will be calculated from the quantities loaded.

Total: \$1,700.00 USD

Mode	Trailer Type	Trailer Size	Temperature	Pallet/Case Count	Hazmat	Load Requirements
FTL	Van	53 ft		0 pallets/30 cases	Non-Hazardous	

Special Temp Instructions

LxWxH

Pick-up Location

Norfolk, NE

05/03/2021

FCFS 07:30 to 16:00

Delivery Location

Lyons, IL

05/04/2021

FCFS 07:00 to 15:00

CARRIER RESPONSIBLE FOR

Unloading	Pallet Exchange	Estimated Weight
None w/ valid unloading receipt	None	10000

Note to Carrier

Carrier must accept macropoint ping on phone prior to dispatching.

Note to Carrier

For all beer loads. Some states will require permits. Carrier must have all necessary permits required to haul this load. All drivers must have Cab Card and IFTA sticker.

Load weight can change all the way up until the time of loading.

MUST HAVE AT LEAST 2 LOAD LOCKS OR 2 STRAPS. TRAILERS MUST BE FOOD GRADE.

45,000 LBS MAX FOR DRY LOADS- 42,500 LBS FOR REEFER LOADS

Detention must be submitted within 48hrs of delivery

This customer does NOT pay detention at FCFS facilities

DRIVER IS RESPONSIBLE FOR ENSURING RECEIVERS TAKE OFF CORRECT PALLET COUNT

FTL	Van	53 ft	22 pallets/0 cases	Non-Hazardous
-----	-----	-------	--------------------	---------------

Special Temp Instructions

CARRIER RESPONSIBLE FOR

Unloading	Pallet Exchange	Estimated Weight
None w/ valid unloading receipt	None	41107

PICKUPS

Shed	City	State	Zip	PU#	Date	Time
GRAPHIC PACKAGING (PERRY,GA)	Perry	GA	31069	3070262	1/6/2021	Appt 08:00

Information:

LOAD LOCKS OR STRAPS REQUIRED

75 South to exit 138. Turn right and go through 1 traffic light and one set of RR tracks. Slow down to about 15 miles per hour for a 90 degree turn. then you will turn sharply to the left with little warning. they are going to be the first drive way on the left after the sharp turn.

220 Industrial Park Drive
Perry, GA 31069
Shipping - 478-988-3666
478-988-2075

Does have overnight parking.

Commodities:

Quantity	Unit	Commodity	Notes
1	Truckload	Packaging boxes	

DROPS

Consignee	City	State	Zip	Delivery PO	Date	Time
PEPSI BOTTLING GROUP (AYER,MA)	Ayer	MA	01432	030509	1/8/2021	Appt 06:00

Information:

Pepsi
11 Copeland Drive
194 E Sample St., PO BOX 111 WEISER, 00000-0000

Note to Carrier

DRIVER MUST ENSURE TRAILER IS SEALED BEFORE THEY LEAVE THE SHIPPER***ONLY THE RECEIVER CAN BREAK THE SEAL

DRIVERS MUST ARRIVE ON TIME FOR DELIVERY OR CONSEQUENTIAL FEES MAY BE APPLIED.

☐ If this box is checked, Carrier is required to mail original paperwork to TQL at the below address.

CARRIER INVOICE #

FOR STANDARD MAIL TQL

OVERNIGHT DELIVERY TQL

194 E Sample St., PO BOX 111 WEISER, 00000-0000

QUICK PAY

If your default payment terms are not Quick Pay and you would like Quick Pay on this load, please check one of the boxes below. Send your invoice to the Quick Pay email or fax listed below or via one of the document scanning options.

☐ 1 Day Quick Pay 5% ☐ 7 Day Quick Pay 3%

METHODS TO SUBMIT PAPERWORK

EMAIL	DOCUMENT SCANNING	FAX
Quick Pay - c Standard - c	sample@email.com TQL Carrier Dashboard - Send paperwork for FREE via our web and mobile app	Quick Pay Standard - 000-0000-0000

TRANSFLO Express allows you to scan and send invoices and POD's to TQL for \$3.50 from participating truck stops.

TQL CARRIER DASHBOARD

SAVE TIME PREPARING TAXES

Access PO#, payment amounts & dates, transaction types & more

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THIS IS AN AGREEMENT BETWEEN TQL AND CARRIER. CARRIER SHALL HAUL THE LOAD AT THE RATE ABOVE. CARRIER SHALL CALL TQL FOR LOAD INFORMATION. IF LOAD IS CHANGED OR CANCELED BY TQL, NO TRUCK ORDER NOT USED WILL BE PAID UNLESS TQL HAS PROVIDED THE CARRIER WITH LOAD DETAILS (PICK-UP NUMBER, SHIPPER NAME, ADDRESS AND DRIVER INFORMATION SHEET) AND APPROVED THE CARRIER TO BEGIN DRIVING TOWARDS THE PICK-UP LOCATION. THE SAFE, LEGAL, AND PROPER OPERATION OF CARRIER SUPERSEDES ANY REQUEST, DEMAND, PREFERENCE, INSTRUCTION OR INFORMATION PROVIDED BY TQL OR ITS CUSTOMERS WITH RESPECT TO ANY SHIPMENT. IF ANY EMPLOYEE OF TQL OR ITS CUSTOMER REQUESTS, DEMANDS, OR INSTRUCTS CARRIER TO TAKE ANY ACTION THAT VIOLATES ANY LAW, CARRIER SHALL REFUSE TO TRANSPORT THE LOAD AND IMMEDIATELY CONTACT TQL BEFORE TAKING ANY FURTHER ACTION. CARRIER AGREES THAT WHEN IT CHOOSES TO TRANSPORT A LOAD IT DOES SO ON ITS OWN VOLITION, EXERCISING ITS OWN DISCRETION WITHOUT COERCION OR UNDUE INFLUENCE BY ANY INDIVIDUAL OR ENTITY. "CARRIER OR ITS AGENT CERTIFIES THAT ANY TRU EQUIPMENT FURNISHED WILL BE IN COMPLIANCE WITH INUSE REQUIREMENTS OF CALIFORNIA'S TRU REGULATIONS. THIS AGREEMENT IS SUBJECT TO THE TERMS OF THE BROKER/CARRIER AGREEMENT SIGNED BY THE CARRIER AND TQL. THIS AGREEMENT IS AN ADDENDUM TO THE BROKER/ CARRIER AGREEMENT. THIS RATE CONFIRMATION IS INCLUSIVE OF ALL CHARGES.

TQL IS AN EQUAL OPPORTUNITY EMPLOYER AND FEDERAL CONTRACTOR. THUS, IF THIS SHIPMENT IS TRANSPORTED SUBJECT TO A FEDERAL CONTRACT, THEN THE CARRIER AGREES THAT, TO THE EXTENT APPLICABLE, (1) IT WILL COMPLY WITH THE FOLLOWING LAWS, WHICH ARE INCORPORATED HEREIN BY REFERENCE: EXECUTIVE ORDER 11246, EXECUTIVE ORDER 13496 (29 CFR PART 471), APPENDIX A TO SUBPART A), RELATING TO THE NOTICE OF EMPLOYEE RIGHTS UNDER FEDERAL LABOR LAWS, 41 CFR 60-300.5(A), AND (2) IT AND ITS SUBCONTRACTORS SHALL ABIDE BY THE REQUIREMENTS OF 41 CFR 60-300.5 (A) AND 41 CFR 60-741.5(A). THESE REGULATIONS PROHIBIT DISCRIMINATION AGAINST QUALIFIED PROTECTED VETERANS AND QUALIFIED INDIVIDUALS ON THE BASIS OF DISABILITY AND REQUIRE AFFIRMATIVE ACTION BY COVERED PRIME CONTRACTORS AND SUBCONTRACTORS TO EMPLOY AND ADVANCE IN EMPLOYMENT QUALIFIED PROTECTED VETERANS AND QUALIFIED INDIVIDUALS WITH DISABILITIES.

BY SIGNING THIS DOCUMENT, THE CARRIER AND ITS DRIVER AGREE THAT THEY MAY LEGALLY RECEIVE SMS (TEXT) MESSAGES ORIGINATING FROM TQL RESPONDING TO OR READING A TQL SMS MESSAGE WHILE DRIVING A TRUCK OR MOTOR VEHICLE CAN CAUSE SERIOUS INJURY, DEATH, OR PROPERTY DAMAGE TO YOU OR OTHERS. DO NOT READ OR REPLY TO A MESSAGE UNLESS YOUR VEHICLE IS STATIONARY AND PARKED. THE CARRIER, DRIVER, AND ANY OTHER EMPLOYEE AND/OR AGENT FOR CARRIER ASSUME ALL RESPONSIBILITY FOR ABIDING BY THESE INSTRUCTIONS AND AGREE THAT THEY WILL COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS INCLUDING, BUT NOT LIMITED TO, RECEIVING, READING AND/OR SENDING SMS MESSAGES, PHONE CALLS, AND/OR ANY OTHER INFORMATION TO OR FROM THE BROKER. CARRIER AGREES TO INDEMNIFY AND HOLD TQL HARMLESS TO THE FULLEST EXTENT PERMITTED BY LAW FOR ANY AND ALL CLAIMS OF ANY NATURE ARISING OUT OF OR RELATING TO THE HAULING OF THIS LOAD, THE VIOLATION OF THE TERMS OF THE BROKER-CARRIER AGREEMENT OR THIS RATE CONFIRMATION.

The weight on this Rate Confirmation is what TQL is tendered from Customer. The weight is subject to change up until the time of loading of the product. Carrier agrees that an increase in weight for this shipment, will not change the rate for this shipment.

TQL PO# 16772131



IMPORTANT DOCUMENTS

Driver Instructions (DI)

- Supplementary to the Rate Confirmation, providing specific pickup and delivery details.
 - Sent along with RC or after the driver accepts the tracking requirements.

TQL
TOTAL QUALITY LOGISTICS

DRIVER/CARRIER INFORMATION SHEET TQL PO# 14557096

Pickup Dates: 6/15/20 Delivery Dates: 6/17/20

TQL CONTACT INFO

Name	Phone	Email	Fax
Kenneth Isaacs	000-000-0000 x00000	sample@email.com	0000000000

CARRIER CONTACT

Name	Dispatcher	Driver
	max	ulan

LOAD INFORMATION

Mode	Trailer Type	Trailer Size	Temperature	Pallet/Case Count	Hazmat	Load Requirements
FTL	Reefer	53 ft	45	13 pallets/624 cases	Non-Hazardous	

Special Temp Instructions:

CARRIER RESPONSIBLE FOR

Unloading: ☐ None w/ valid unloading receipt Pallet Exchange: ☐ None Estimated Weight: 42000

PICKUPS

Shed	City	State	Zip	PU#	Date	Time
DEL MONTE FRESH (GOODYEAR,AZ)	Goodyear	AZ	85338	6160934	6/15/2020	FCFS 07:00 to 17:00

Information:
Del Monte Fresh
14550 La Estrella
Goodyear AZ 85338
623-925-0900 x 2

Commodities:

Quantity	Unit	Commodity	Notes
624	Cartons	Cantaloupe	13 PALLETS

DROPS

Consignee	City	State	Zip	Delivery PO	Date	Time
COSTCO DALLAS WET (DALLAS, TX)	Dallas	TX	75236	002890609179	6/17/2020	Appt 07:30

Information:
194 E Sample St., PO BOX 111 WEISER, 00000-0000

Note to Carrier

Detention only approved with stamped or signed, by shed, the in and out times. Detention starts after 4 hours and \$25 an hour thereafter capping at 250 layover with reefer running or 150 no reefer running. Carrier must call in with check in time and report every hour after check in and their check out time so we can help get truck loaded. Failure to follow procedure may result in detention/layover being denied. Bols must be sent in within 24 hours of start of detention time to be approved

Tips for Dispatchers

- **Ensure all documents are up-to-date and meet the broker's requirements.**
- **Communicate clearly with the broker for any clarifications or missing information.**
- **Keep a checklist for all necessary documents to avoid any delays in the setup process.**

BEST PRACTICES

Check Broker's Creditworthiness

Utilize tools like RTS Pro for credit checks to avoid working with non-paying or fraudulent brokers.

Ensure Accuracy

Double-check all details, including insurance coverage, rate confirmation terms, and driver instructions.

Maintain Communication:

Keep an open line of communication with both the broker and the driver to ensure all parties are aligned and aware of the setup status.

Stay Organized:

Keep digital and physical copies of all important documents.
Have a process for regular follow-ups and status updates with brokers.