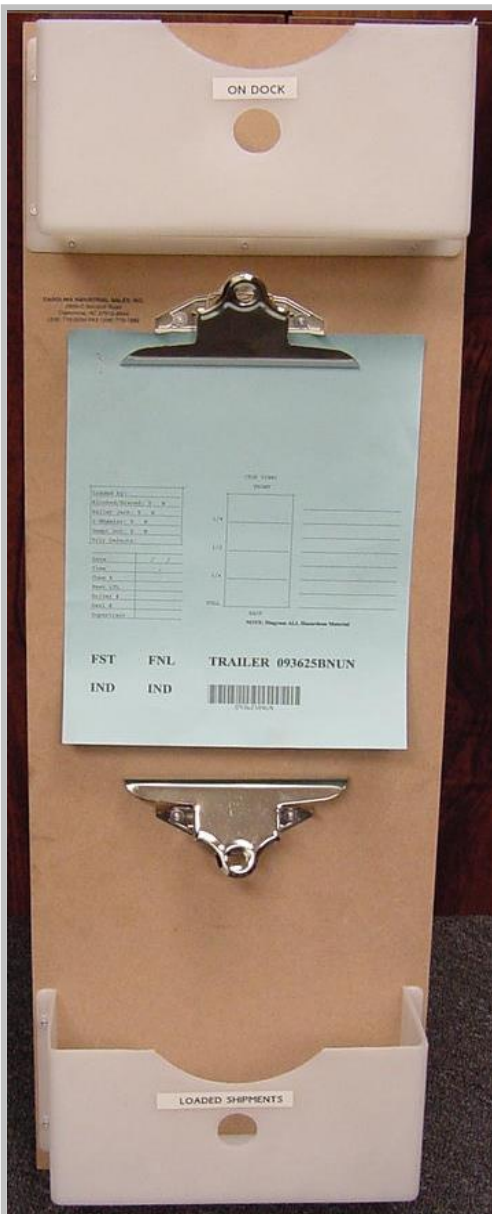


Outbound Door – Bill Boxes

N-01

These clipboards are to be placed at **ALL Designated Loading** (Outbound & City) doors.

Place on the left hand side of the dock door to allow easy access to the loader.



They are to be set up at the Outbound Doors as follows:

- **Top basket:** Place Dock Handling copies here for complete orders that have been docked. Dock Person must fill in spaces provided on the Dock Handling Copy:
 - Fill in “**UNLOADER**”
 - Fill in “**LOCATION**” (where was freight docked?)
 - Fill in “**DESCRIPTION**” (what was docked – plt, bndl, drum, etc)
- **Middle:** Place Outbound Trailer Cover / City Trailer Cover sheet here. When setting up an Outbound trailer on the computer, a bar coded cover sheet will print. When setting up a City Delivery trailer, use option 13 – Print Trlr/Scac Bar Code (on Dock Automation Menu). By hanging this up at the outbound or city loading door, it will be a visual sign for the Dock Person to know that the trailer is set up and ready to load.
- **Bottom basket:** Place Dock Handling copies here for complete shipments that have been loaded. An envelope can be hung from bottom clip to place these copies into or also can clip loaded dock handling copies behind Cover Sheet. Dock Person must fill in space provided on the Dock Handling Copy:
 - Fill in “**LOADER**”

On a regular basis, collect and scan “Loaded” Dock Handling Copies for Outbound Trailers on the computer. This will allow mis-loads to be caught, Outbound Left to Load reports to be up to date and will keep loaded freight on trailers visible to the Linehaul Dept.