

Bill of Ladings

B-07

The Bill of Lading is the legal and binding document between the shipper and LME. A check of the basic shipping information on the bill of lading greatly improves the likelihood of problem-free movement and collection of the freight charges. Shipments must move on a bill of lading (NOT A PACKING LIST) and should be filled out and signed by shipper and pick up driver.

Information that must be on the Bill of Lading is as follows:

- Date
- Shipper name and deliverable street address with zip code. (No Post Office Box addresses)
- Consignee name and deliverable street address with zip code. (No Post Office Box addresses)
- Number of Handling Units
- Number of packages
- Check Hazardous Material column if applicable
- Hazardous Material shipments MUST have accurate HazMat info on Bill of Lading as well as stated in the correct format.
- Specific description of freight
- Weight
- Totals
- Collect or Prepaid freight charges (check one)
- C.O.D. must have amount of C.O.D. filled in
- 3rd Party Billing Information if applicable
- Shipper to sign company name and signature
- Driver to write in Driver signature, trailer number, Date and number of Handling Units (# of Plts, SWP, or loose pcs. Be specific) & apply LME Pro label (DO NOT COVER ANY INFO WITH PRO STICKER), unless shipment pre-assigned with LME Pro.
- REMEMBER: Notate on Bill of Lading - if used, unpackaged, packaging or product damage, etc when applicable at the point of pickup.

Driver Training Module