



Paperwork Procedures & Settlement Options

Carriers shall be paid within thirty (30) days after receipt of Carriers invoice and original shipping and receiving documents. Expedited Settlement options are available by separate agreement. You may take advantage of these options on a load now and then basis, or all the time. If you are currently using a receivable or factoring service at a slightly different rate you can contact our accounting department to assist you in evaluating the best payment options available to suit your individual needs. This can assist you in getting your settlements faster with less mail time and fewer hassles.

Settlement Options

Regular Pay Payment is made by check within 30 days of receipt of invoice ***Whether we get paid or not !!!**

Expedited Settlement Options

Today Pay	Payment is made within 24 hours of receipt of invoice	*3% of revenue service charge
Quick Pay	Payment is made within 7 days of receipt of invoice	*2% of revenue service charge
Fast Pay	Payment is made within 14 days of receipt of invoice	*1% of revenue service charge

*****Expedited Settlements can be made by check, ACH, Wire, or T-check.**

All settlement options depend on receiving the requirements listed below:

- All paperwork must be originals. Copies will be xxx'd and not paid until we are paid.
- If paperwork is not complete when sent in for processing, paperwork may be held for billing until all paperwork is received and will be processed and paid out according to that date.
- Weight discrepancy over 250 pounds may be xxx'd and you will not be paid until we know if there is a claim on the lost product and/or we are paid for the load.
- Eclipse Transervices dispatcher must be notified prior to leaving unloading site on all weight discrepancies.
- Waiting time or demurrage is paid after we are paid.
- Paperwork required for each load:
 - Invoice with company name, address, Load confirmation # (pay #) and load information.
 - Eclipse Transervices Corporation Load Confirmation with Pay Number
 - Shipping and Receiving documents to include:

ORIGIN

- Bill of Lading with all paperwork provided by shipper
- Scale Ticket – If a scale is not available call dispatch for instructions.
- Load Number printed or written on Bill Of Lading.
- Clean Trailer Affidavit / Identity Preserved Clean Truck/Trailer Certificate
- Washout Receipt if required. Washout receipt must have washout company name, phone number, invoice number on receipt, type of washout, cost of washout, trailer #, trailer license plate number, trucking company name and drivers signature.

DESTINATION

- Bill of Lading and scale ticket with all paperwork provided by receiver.
- Scale Ticket – If a scale is not available call dispatch before unloading.
- Unload Number written on Bill of Lading
- Clean Trailer Affidavit / Identity Preserved Clean Truck/Trailer Certificate
- Signed Bill of Lading & delivery receipt & receivers name (printed) legible under their signature with date.

Carrier Name: _____
 Authorized Signature: _____
 Printed Name: _____
 Title: _____
 Date Signed: _____