



## Paperwork Procedures — Dedicated Dispatch

- ◆ Eclipse settlement spreadsheet with information filled out for every load. (Spreadsheet on following page) You can put up to 6 loads on one spreadsheet or you may provide your own invoice for each load.
- ◆ Eclipse Transservices Corporation Load Confirmation Number (pay number) Written on all paperwork as listed below.

### ◆ 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 if used.
- ◆ Wash out 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 Paperwork

- ◆ 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 if used.
- ◆ Signed Bill of Lading & or delivery receipt & receivers name printed legible under their signature with date.
- ◆ If there is a weight discrepancy over 250 pounds you must call your dispatcher before you leave the unload site.

1. All paperwork must be originals and copies will not be processed.
2. If paperwork is not complete when sent in for processing we will hold the paperwork for billing until all paperwork is received.
3. Weight discrepancy over 250 pounds will be xxx and you will not be paid until we know if there is a claim on the lost product and we are paid for the load.
4. Waiting time or demurrage is paid after we are paid.

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_