**Dear Carrier Partner**,

**FREIGHT BROKER NAME** prides ourselves in quick payments to our motor carriers. Enclosed you will find the procedures necessary to process your invoice quickly and efficiently. Motor Carriers are compensated within 30 days after receipt of **CARRIER INVOICE** along with the **ORIGINAL SIGNED BOL.**

**Fax All Load Paperwork, Receipts and Invoice To: (000) 000 - 0000**

|  |  |
| --- | --- |
| **REMITTANCE ADDRESS**  **Company Name**  **Address**  **City, State, Zip Code**  **Phone: (000) 000-0000**  **Fax: (000) 000-0000** |  |

**PAYMENT ADVANCE POLICY:** There will be a charge for all advances and/or COD as follows:

* Fee for Advance is **5%** of the advance amount or **$45.00**, whichever is higher.
* Fee for an Advance and COD is **5%** of the base rate.
* Fee for COD is **4%** of the base rate.

**PAYMENT POLICY:** Every effort will be made to pay carrier invoices within 21-30 days of invoice receipt, provided the **BILL OF LADING’S** include the following:

* They are **Clearly Signed**
* All copies are **Legible**
* No notice of claim has been given – **BOL’s “Free Of Discrepancies”**
* A **Signed Rate Confirmation** has been returned
* Invoice is mailed or faxed to the **FREIGHT BROKER NAME** offices.
* (Occasionally original bills must be provided instead of copies and carrier will be notified of this in the load confirmation.)