



**KINGSGATE**  
TRANSPORTATION

Kingsgate Carrier Packet:

Dear Motor Carrier:

Thank you for your interest in Kingsgate Transportation. It is our hope that we can forge a long and mutually rewarding relationship between our two companies. We value the relationship between our office and our carriers and will work hard to be a good customer to you.

Please know that Kingsgate is listed on every major credit reporting agency including Dun & Bradstreet. We are in our 22<sup>nd</sup> year of business and trust you will find our references satisfactory. Additionally, we are a **NASTC Best Broker** and **P3 Partner** in *TIA* accepting the highest ethical standards in the industry.

Please feel free to contact any of us with any questions or concerns.

Thank you!

**Enclosed with this file you will find the following:**

- **Our company profile and credit references**
  - **Our surety bond**
  - **Our Broker-Carrier Contract**
  - **Our Accounting Procedures**
  - **Our Dispatch Procedures**
  - **"Best Broker" certificate**
  - **P3 Partner certificate**
- **Carrier Census Form (Excel doc)**

**\*\*\* Please Fax Back to: 513-874-7653 \*\*\***

**WE NEED THE FOLLOWING FAXED BACK TO BRING YOU ON-LINE:**

- **Signed Contract without exceptions**
  - **Operating Authority**
- **Insurance (Naming Kingsgate as Certificate Holder)**
  - **Carrier Census Form**
    - **W-9**
- **Procedures pages signed**



### Accounting/Payment Procedures

- 1.) As per the provisions set forth in the contract. We will pay each properly presented invoice in 30 days from the date of receipt. Check runs for carrier payments are set up for each Friday – batch paying invoices due within the week.
- 2.) **To be paid in 30 days – a properly prepared invoice MUST include the following:**
  - a. The correct billing amount, **exactly** as set forth in the rate confirmation corresponding to this order and invoice.
  - b. The original bill of lading (NO COPIES PLEASE). We need this to bill most of our clients.
  - c. A signed delivery receipt – P.O.D.
  - d. **\*\*\* VERY IMPORTANT \*\*\*** your invoice or bill of lading presented must include the following:
    - i. PICKUP NUMBER
    - ii. CONFIRMATION NUMBER
    - iii. RELEASE NUMBER**\*\*\* Please note – we will pay all properly presented invoices, even if these numbers are not included, however this may cause a delay in processing due to manual look up of this order.**
- 3.) Any changes to the originally agreed to rate – as per the load/rate confirmation, ***MUST BE MADE IN WRITING AND AGREED TO BY BOTH PARTIES. THERE WILL BE NO EXCEPTIONS. INVOICES WILL BE PAID AS PER THE LOAD CONFIRMATION AND A CORRECTION MADE TO YOUR INVOICE. PLEASE BE SURE TO GET OUR OFFICE TO SIGN ANY AMENDED RATE CONFIRMATION.***
- 4.) At your request and at your expense, we are happy to “overnight” any payment via whatever service you choose.

**PLEASE SIGN, ACKNOWLEDGE AND RETURN WITH YOUR PACKET:**

**REVIEWED BY CARRIER:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**\*\*\* PLEASE NOTE, WE WILL ALWAYS TAKE ADVANTAGE OF EARLY-PAY DISCOUNTS. PLEASE LET US KNOW, ESPECIALLY IF YOU FACTOR YOUR RECEIVABLES \*\*\***



## Operations Procedures

After our companies have processed the contract and accompanying requirements and an agreement to haul a load(s) has been reached, the following guidelines should set forth all procedures to support our commitment to our ISO9002 Operational Standards.

- 1.) A **Load Confirmation** must be signed and sent back to our office prior to your driver getting dispatch instructions. **There will be no exceptions to this provision.**
- 2.) Your driver must call our office directly for dispatch instructions. At this time, the driver will be given a **LOAD NUMBER**. This number must be written into the body of the bill of lading by your driver.
- 3.) Once loading is completed, the driver must call in loaded. At this time, we will give the driver a **CONFIRMATION NUMBER**. At this time, we will verify that the driver has accepted the load; there are no exceptions and the shipment in good and whole order. The driver is to write this number on the bill of lading.
- 4.) Upon delivery, the driver **MUST** call one final time. We will conduct an OS&D interview confirming clear delivery or any noted exceptions. We will then provide a **RELEASE NUMBER**. This number should also be written on the bill of lading.

**In our audit process during freight bill audit and preparation to pay your invoice, having all three of these numbers is required to ensure timely remittance.**

**On multiple day runs, we require the driver to check call once daily by 1000 Eastern Time. We provide each customer with tracking updates on every load via electronic communication and our website. It is very important that we get daily updates to comply with our ISO9002 Operating Procedures.**

**PLEASE SIGN, ACKNOWLEDGE AND RETURN WITH YOUR PACKET:**

**REVIEWED BY CARRIER:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_