



Please forward this document to your billing department.

To guarantee fast, efficient payment for your services, please submit the following documentation and information for each load the DLS tenders to your company:

- 1) Bill of loading for Accepted Freight identifying your company as the Carrier (reference: Section 4(a) of the Master Contract Carrier Agreement)
 - a. Note: If the shipper does not provide one, your company must
- 2) Carrier copy of signed Addendum A (Confirmation)
- 3) An individual invoice from your company billing Dedicated Logistics Services for each individual load that your company transports. (One invoice for each load)
- 4) Trip number (located on the rate confirmation sheet – Addendum A) must be included on all documentation submitted for settlement.
- 5) All paperwork submitted can be emailed or faxed. (**No need to mail originals**)
 - a. Email: apbrokerage@dlstrans.com
 - b. Fax: 855-261-4292

All questions regarding payment should be directed to Accounts Payable in the brokerage department at 800-295-5268 ext. 4

If the rate on your confirmation is in dispute, please contact the DLS representative that tendered the load to your company.