

TRANSFLO EXPRESS

DRIVER INSTRUCTIONS

Welcome to TRANSFLO Express®

Ameratrans, LLC has contracted with TRANSFLO Express® to get your documents in easier and with more certainty than in the past. With this new service, you will be able to get your trip information to us in a matter of minutes instead of days.



Benefits to You:

- Total control of your documents.
- You no longer have to hand your documents off to someone hoping they do not get lost.
- Keep your original paperwork until the time comes to discard it properly.
- Ability to confirm that your bills made it to payroll by the payroll cut off date.
- You get a confirmation number immediately after scanning so you know your documents have been sent.
- You no longer have to make copies before sending your documents in.

Here are the simple procedures that need to be followed in order for you to get paid promptly. Please read BOTH sides of this document and make sure you understand what you are supposed to do. If you have any questions, do not hesitate to ask your fleet manager.

Do not cover or mark on bar

The Trip Sheet **must ALWAYS** be the first document scanned.

Company Name Here	HAVE TRIP DOCUMENTS SCANNED AT A TRANSFLO EXPRESS SCAN LOCATION WITHIN 8 HOURS OF DELIVERY OF TRIP						
Place Barcode Here	Driver _____ Driver Code _____						
	Load # _____						
List Lumper and other accessorial charges here: _____ _____	Tractor # _____ Trailer # _____						
	Date Loaded _____ Date Delivered _____						
	D.H. From _____						
	Load City _____ To _____						
INFORMATION BELOW NEEDED FOR DRIVER AND TRAILER CONDITION							
Home Terminal _____	Notes: _____						
Begin Odometer _____	_____						
Ending Odometer _____	_____						
TRAILER CONDITION REPORT							
MUST COMPLETE THIS SECTION FOR EACH TRAILER YOU PICK UP							
Please mark the trailer diagrams with a circle indicating any fresh damage that you observe at the time you picked-up this trailer. If no damage to that part of the trailer, please mark the diagram with an "X".							
TRAILER NUMBER _____	DATE PICKED UP ____/____/____						
LOCATION WHERE PICKED UP _____							
(Signature of Supervisor/Guard Service at Pickup Location) _____							
<table border="1"> <tr> <td>FRESH TRAILER DAMAGE</td> <td><input type="checkbox"/></td> </tr> <tr> <td>YES</td> <td><input type="checkbox"/></td> </tr> </table>	FRESH TRAILER DAMAGE	<input type="checkbox"/>	YES	<input type="checkbox"/>	Place Barcode Here		
FRESH TRAILER DAMAGE	<input type="checkbox"/>						
YES	<input type="checkbox"/>						
<table border="1"> <tr> <td colspan="2" style="text-align: center;">Billing/Payroll Use Only</td> </tr> <tr> <td>Loading _____</td> <td>Unloading _____</td> </tr> <tr> <td>Stops _____</td> <td>Misc. _____</td> </tr> </table>		Billing/Payroll Use Only		Loading _____	Unloading _____	Stops _____	Misc. _____
Billing/Payroll Use Only							
Loading _____	Unloading _____						
Stops _____	Misc. _____						

Print Clearly

Use extra 8 ½ x 11 pages as necessary to tape receipts. Paper and tape are available at the truck stop

1. Do not mark on or near the bar codes. This will cause the truck stop to request additional information from you. If there is a mark of any kind on the bar codes, use a new Transflo Express® Trip Sheet.
2. Be sure to fill out the entire TRANSFLO Express® Trip Sheet.
3. Please write clearly to ensure no delays in payroll.
4. If you have reimbursable expenses, be sure to list them here. Also note any other costs or expenses as listed.
5. THIS PAGE SHOULD BE SCANNED FIRST EACH TIME. All other documents should be scanned in the order provided in the instructions.