

Welcome to TRANSFLO Express[®]

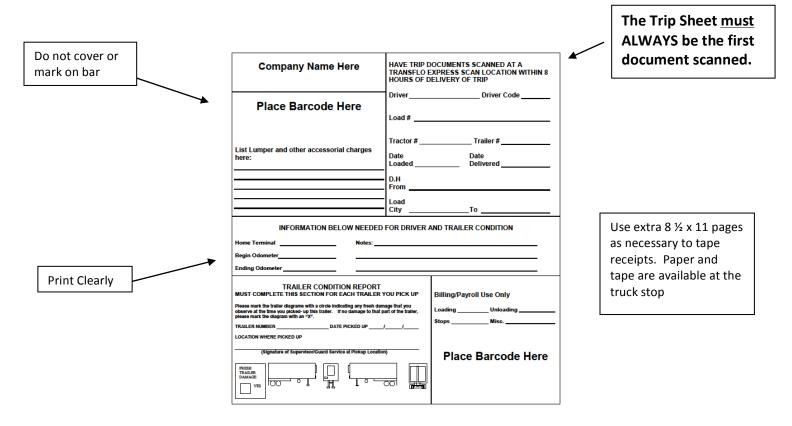
Ameratrans, LLC has contracted with TRANSFLO Express to get your documents in easier and with more certainty than in the past. With this new service, you will be able to get your trip information to us in a matter of minutes instead of days.

TRANSFLO EXPRESS* From Pegasus TransTech

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.



- 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.