



Check every item before you sign. Anything missing is worth asking the broker about first.

The load

☐ **Broker legal name, MC number and contact**

Matches the broker you set up with.

☐ **Load or reference number**

Used on every invoice and call.

☐ **Pickup address, date and time window**

Including appointment or first-come, first-served.

☐ **Delivery address, date and time window**

And the receiver's hours.

☐ **Commodity, weight and equipment**

Matches what you can legally haul.

The money

☐ **All-in rate in writing**

Line haul plus any agreed fuel.

☐ **Detention terms**

When it starts and the hourly rate.

☐ **Layover and TONU**

What is paid if the load is delayed overnight or cancelled.

☐ **Lumper and accessorial rules**

Who pays, and how receipts are submitted.

☐ **Payment terms and how to invoice**

Days to pay, quick-pay option and where to send paperwork.

The rules

☐ **Tracking requirements**

App, check calls or ELD sharing.

☐ **Signatures and date**

Unsigned rate confirmations cause disputes.

Notes

General information, not legal advice. Your broker-carrier agreement and the signed rate confirmation govern the load.