

FUEL ADVANCE AND QUICK PAY PROCEDURES

FUEL ADVANCES:

1. Total advance will be **equal to or less than 40% of the negotiated rate up to \$2,000.00** and given by Comdata Comcheck
2. There will be a **\$15.00 processing fee** for the advance. This fee is not taken out of the driver's cash, but out of the final settlement
3. The comcheck numbers will be given directly by Agent Support
4. Required Documents for Fuel Advance:
 - a. **Signed BOL** showing driver has taken possession of the freight
 - b. **Driver's License** to whoever is receiving the advance – Must be Valid and Clear
 - c. **Truck Registration Card / Truck Cab Card** – Must be Valid and Current
5. Agent Support must receive the above Required Documents prior to releasing Advance
6. All Required Documents **must be either emailed to carrierdev@shipldi.com or faxed to 716-250-3465**
7. Agent **must** open a Helpdesk Ticket for Fuel Advance
8. Fuel advances are issued Monday through Friday between 7:30 AM to 12 midnight EST, or on Saturdays between 10 AM to 2 PM EST.

FUEL ADVANCES TIPS:

1. Find out from the carrier before they are loaded if they will be requesting an advance.
2. Request the Driver's License and Cab Card immediately
3. Open a Helpdesk Ticket, and advise when the Driver may be loaded by
4. Forward that information to Agent Support in order to start the process for the advance
5. Advise the carrier that when loaded, all that is needed is their signed BOL

QUICK PAY

1. **1-Day Quick Pay**
 - a. Settlement paid to carrier next business day
 - b. 5% Fee of negotiated rate
 - c. \$15.00 Comcheck Fee
2. **5-Day Quick Pay**
 - a. 3% Fee of negotiated rate
 - b. \$15.00 Comcheck Fee
3. Carrier must Fax/Email Invoice, Rate Confirmation, and BOL to Accounting at 716-817-2204, or email to **quickpay@shipldi.com**. They must include a contact number so we may call them back to indicate which if they are requesting a 1 Day or 5 Day Quick Pay.