

Carrier Set-up Requirements

Welcome to ***Ready, Set, Dispatch LLC!*** We are pleased that you have decided to grant us the permission to act as your dispatching service provider representing your company in the arena of covering your truck(s) and/or delivering the administrative functions, which is no small deal or transaction.

We understand how important your business is to you. You have made a wise decision; we will represent you with integrity, professionalism, and pride in all that we do!

To get enrolled in our program, please complete, sign, and return the following items by email to Readysetchipatch17@gmail.com, or upload on website Readysetchipatch.org under sign-up.

Document provided in packet include:

- Dispatch Agreement
- Limited Power of Attorney
- Company Profile Sheet
- Truck Operation Form
- Copy of Carrier/Client's Authority
- Copy of your DOT#
- Copy of your W-9
- Copy of insurance certificate. (We require \$100,000 in Cargo and \$1,000,000 in Liability)

Please be sure to download the free apps for software compatibility: Gmail & Adobe Reader!

For questions/concerns regarding Ready, Set, Dispatch LLC requirements please contact us at Readysetchipatch17@outlook.com

Thank you for choosing Ready, Set, Dispatch LLC!

Dispatcher to Carrier Agreement

1. RECITALS

This agreement is made on this _____ day of _____, 20____, by between "Ready, Set, Dispatch!", hereafter referred to as DISPATCHER, and _____ company, hereinafter referred to as 'Carrier/Client'. The DISPATCHER is a transportation dispatcher handling the necessary paperwork between SHIPPERS and/or BROKERS and the Carrier/Client in order to secure "Freight" for said Carrier/Client. The client/company _____, hereinafter desires to retain Ready, Set, Dispatch LLC by executing a Limited Power of Attorney form to find and secure freight for Client and dispatch Client's equipment. Prior to the implementation of this agreement Client must furnish to Ready, Set, Dispatch LLC the following documents:

1. This Agreement form completed, dated and signed.
2. A signed Limited Power of Attorney form.
3. A completed Company Profile Sheet.
4. Truck Operation Form.
5. A list of any established references (at least three).
6. Copy of Client's Authority.
7. Copy of DOT#.
8. A signed W-9.
9. Proof of Insurance Certificates**.

**We require at least \$1,000,000 and at least \$100,000 in Cargo Coverage.

WHEREAS Carrier/Client is a Motor CONTRACT Carrier/Client subject to the jurisdiction of the ICC:

NOW, THEREFORE, in consideration of the promises and covenants hereinafter contained is mutually agreed by and between parties' hereto as follows:

2. RATE AGREEMENT

- **Carrier/Client agrees to pay a flat rate fee of 8% per load.**
- **You will be invoiced once weekly, the invoice will be sent out Friday, for all weekly loads, and due Sunday.**

3. EFFECTIVE DATE

The Agreement shall be in effect upon the date signed by both parties to this Agreement and shall be in effect until the revocation of the Limited Power of Attorney or until notice is given by Ready, Set, Dispatch LLC .

Client must send notification by mailing said Revocation Notice to: Readysetchdispatch17@gmail.com.

4. STATEMENT OF WORK

Ready, Set, Dispatch LLC will:

1. Find freight that best matches the profile for the Client.
2. Contact Client with load matches and go over options.
3. Fax/Email to shipper/broker the Client's Authority, W-9, proof of insurance, and order insurance certificates if required, along with any other required supporting documentation upon the Client agreeing to take a load.
4. Handle the setting of appointments if necessary.
5. Provide the driver with all dispatch instructions for pickup, transit, and delivery.
6. Assist with any problems that arise in the transit of the load when necessary if within our capabilities. The Client is responsible for own equipment. We can try to direct clients to a service that might be of help.
7. Hold on to the dispatch, accessorial information, etc. until the load is completed. Once completed Ready, Set, Dispatch LLC will mail or fax all documents to the Client.
8. Forward the final load confirmation and mail all documentation to the Client, concluding that all services have been performed in full.

OBLIGATIONS OF DISPATCHER

1. DISPATCHER agrees to handle paperwork, phone calls, and faxes from the BROKER or SHIPPER to tender commodities shipments to Carrier/Client for transportation in interstate commerce by Carrier/Client between points and places within the scope of Carrier/Client's operating authority.
2. DISPATCHER bears no financial or legal responsibility in the transaction between the SHIPPER or Broker and you the Carrier/Client.
3. DISPATCHER will:
 - a. Make 100% effort to keep truck(s) loaded.

- b. Carrier/Client will be contacted (by phone call/text/email) about EVERY load we find to offer, and the driver will ACCEPT or REJECT the load.
- c. Invoice the Carrier/Client at time of service; also provide a copy of each Load Confirmation Sheet.
- d. Payment is due to DISPATCHER at time of invoice. **NO HIDDEN CHARGES or FEES WILL APPLY!**

OBLIGATIONS of CARRIER/CLIENT

- **Carrier/Client agrees to pay a flat rate fee of 8% per load. You will be invoiced once weekly, the invoice will be sent out Friday, for all weekly loads, and due Sunday.**
- Carrier/Client gives DISPATCHER authority to provide his/her signature for rate confirmation sheets, invoice, and associated paperwork necessary for securing cargo and billing purposes. The terms of this agreement shall be continuous, provided that either party may terminate this agreement at any time.
- SHIPPER agrees to pay Carrier/Client promptly, following receiving the invoice. The amount to be paid by SHIPPER to Carrier/Client shall be established between parties on a per shipment basis prior to commencement of each individual shipment.
- A load confirmation including details of shipment and revenue to be paid will be supplied via EMAIL by SHIPPER/BROKER/DISPATCHER to Carrier/Client. Confirmation will be signed by DISPATCHER and returned via FAX or EMAIL to SHIPPER/BROKER.
- Payments are due to the DISPATCHER for services rendered are not contingent on outstanding payments made to the Carrier/Client for loads that he/she had hauled for the SHIPPER or BROKER.

Failure to pay the DISPATCHER for services rendered will result in termination of the agreement and services immediately unless otherwise determined by the DISPATCHER.

5. CONSIDERATION

The client agrees to pay Ready, Set, Dispatch LLC as per the agreed quotes and terms, as stated in Section 2 of this agreement. These agreed term rates will be required to be paid Ready, Set, Dispatch LLC as per the conditions of the agreement.

- A five (5) day grace period will be allowed before the account becomes overdue.
- At ten (10) days the account will be suspended and a reactivation fee of \$150 will apply in addition to any overdue fees.

- After 30 days the account may be placed for collection Ready, Set, Dispatch LLC will invoice the Client as per the terms of the agreement via Email, U.S. Mail or faxing said invoice.
- Payment can be made to Business Name by PayPal, Google Wallet and bank transfer.

6. ADDITIONAL PROVISIONS

Once service has concluded per Page 2 of Section 4 line 8 it will be the responsibility of the Client to handle directly with the shipping party any overages, shortages, damages, or billing and collections issues.

In no event will Ready, Set, Dispatch LLC be liable for any incidental, consequential, or indirect damages for the loss of profits, or business interruption arising out of the use of the service.

Client agrees to hold harmless, before, during and after the contract, all direct or indirect damages resulting from Client hauling of shipper's freight. This includes but is not limited to loading and unloading problems or issues, delays, overages, shortages, damages, and billing and collection issues and hours of services.

Client will be responsible for notifying Ready, Set, Dispatch LLC of changes to authority, insurance, client profile or ownership.

Ready, Set, Dispatch LLC will work within the established parameters of the Clients Company/Carrier Profile. Business Name will notify Client of best-matched loads for approval prior to making haul commitment.

Business Name will fax/email all necessary documentation to the broker/shipper directly, along with final approval once Client or designated representative has approved the load.

Ready, Set, Dispatch LLC will notify clients of load required qualifications or additional insurance necessary. Ready, Set, Dispatch LLC will furnish to the client necessary information for qualification of insurance required.

In the event that Ready, Set, Dispatch LLC books a load with the Client's approval and/or matching the Client's truck posting, the Client agrees to pay Ready, Set, Dispatch LLC as agreed in Section 2 of this Agreement for services rendered.

NOTE: To avoid charges for unavailable equipment, it is imperative to notify Ready, Set, Dispatch LLC immediately if the truck is loaded from another source or no longer available for any reason. If Client does not give the proper notice that the truck is no longer available,

Clients may be subject to a \$150 fine that **MUST** be paid **BEFORE** we can accept any further opportunities for the truck.

Client agrees that if a higher line haul rate is needed for the shipment, they will notify Ready, Set, Dispatch LLC BEFORE the load is secured. Once the Client tells the Ready, Set, Dispatch LLC they will accept the shipment at a specific rate, this is verbal acceptance and the load is secured. Should the carrier back out or ask for more money after the load has been secured, there will be a penalty of \$100 for the first occurrence and \$200 for the second occurrence that **MUST** be paid before we can accept another load on the Client's behalf. If this happens more than twice (2), Ready, Set, Dispatch LLC has the right to terminate the agreement between Ready, Set, Dispatch LLC and the Client.

Client agrees that they will advise Ready, Set, Dispatch LLC in a timely fashion should the Client not be available for dispatch more than one (1) day at a time. (If the client is not working for any amount of time, please let us know ASAP so that we do not plan any loads for the client's truck.)

7. DISCLAIMER

Ready, Set, Dispatch LLC is NOT responsible for:

1. Billing Issues.
2. Load problems.
3. Advances. (All advances will have to be handled directly between Client and shipper/broker unless requested by the client.)
4. Handling and storage of paperwork.
5. (All documents will be sent to Client unless other arrangements are made)
6. DOT compliance issues.
7. SPIKE INSURANCE

8. GOVERNING LAW

This agreement shall be governed by and construed in accordance with laws of the State of your state without giving effect to any choice of law or conflict of laws provision or rule (whether of the State of your state or state any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of your state.

9. JURISDICTIONS AND VENUE

Ready, Set, Dispatch LLC and Client hereby consent to and agree to submit to the jurisdiction of the Federal and state courts located in your city and state in connection with any claims or controversies arising out of the Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as the first date written.

(Print Ready, Set, Dispatch LLC)

(Print Ready, Set, Dispatch LLC)

(Signature of Company Officer)

(Ready, Set, Dispatch LLC Representative)

(Print Company Officer's Name)

(Print Representative Name)

(Company Officer's Title)

(Company Officer's Title)

(Date)

(Date)

AGREEMENT FOR DISPATCH SERVICES

ATTACHMENT "A"

This attachment pertains to the selected level of service noted on Page 1 Section 2 of this agreement for _____ (Client), and will remain in effect until either Client requests to have a change in service, wishes to terminate this Service Agreement, or Client is canceled by Ready, Set, Dispatch LLC for cause.

Percentage Rate Agreement: This plan is detailed as a percentage of gross revenue rate plan, which is for services provided. This plan includes all services listed on Page 1 Section 4-line items 1 – 9 of this agreement.

The cost of this plan is the percentage chosen of the gross revenue (excluding accessorial) per truck enrolled with Ready, Set, Dispatch LLC . Invoices will be sent out weekly. Payment for this plan is to be made in full within 3 days of the invoice date.

Payment can be made according to Page 2 Section 5 of this agreement.

OTHER PROVISIONS: Nonpayment pertaining to all service plans. There is a built-in grace period of 5 days after the due date. Clients will then be notified of the outstanding payment. After 10 days past due the account is subject to suspension. If an account is suspended, the account must be paid current and is subject to a reinstatement fee of \$150.00 prior to the account being reactivated.

DATE _____

CARRIER NAME: _____

TITLE: _____

SIGNATURE: _____

Limited Power of Attorney Form

Be it known, that _____ with an MC or DOT number of # _____
_____, has made and appointed, and by these presents does make and appoint
Ready, Set, Dispatch LLC , true and lawful attorney for _____ , place and
stead, for the limited and specific purpose of contracting loads of freight to be hauled by
_____, giving and granting said Ready, Set, Dispatch LLC , full power and
authority to do and perform all and every act and thing whatsoever necessary to be done in and about the specific
and limited terms (set out herein) as fully, to all intents and purposes, as might or could be done if personally
present, with full power of substitution and revocation, hereby ratifying and confirming all that said attorney shall
lawfully do or cause to be done by virtue thereof.

This power of attorney is to remain in full force and effect until revoked by me in writing. Such revocation is to be
emailed to:

Date: _____

Date: _____

Company Name :

READY, SET, DISPATCH LLC

Email: _____

Email: _____

Title: _____

Title: _____

Printed Name: _____

Printed Name: _____

Signature: _____

Signature: _____

Credit Card Authorization Form

I, _____ authorize READY, SET, DISPATCH LLC
to charge my credit card for services rendered if failure to pay the invoice at the time of payment.
Ready,Set,Dispatch LLC will have a secured VPN to store any sensitive information. Information will also be
password protected.

NAME AS IT APPEARS ON
CARD _____

CONTACT # _____

CREDIT CARD TYPE: Visa MasterCard American Express

CREDIT CARD #: _____

CARD CV2 # : _____

EXPIRATION DATE

BILLING ADDRESS

CITY, STATE

BILLING ZIP CODE

SIGNATURE (please print and sign)

DATE

This information will be kept securely on file for payment of services rendered. An invoice will be provided at the end of the billing cycle, by email, for your records. Retainer payments will be automatically charged to this card at the start of the new billing period.

DO NOT WRITE BELOW. COMPANY USE ONLY.

NOTES:

Carrier Profile

Carrier/Co: _____ Driver: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone (Main): _____ Office: _____ Website: _____

Email: _____ Fax: _____

Hometown City/ST: _____

Zip: _____

Emergency Contact: _____

Phone: _____

Rate per mile (preferred)		DH Mileage (preferred)	
Min	Max	Min	Max
\$	\$	\$	\$

Truck Type	#	Trailer Size	Max Weight	Dimensions
Flatbed				
Van				
Reefer				
Box Truck				
Hot Shot				
Fleet		Service Type		
Max loads	Min Loads (per day)	Max Loads (per week)	Destination(prefer)	

MC #	DOT#	TWIC
#	#	#
Exp:	Exp:	Exp:
EIN/SS	Hazmat	SCAC code
#	#	#
Exp:	Exp:	Exp:
States Served or Zones Directory		
All 48 states:		
Zones Directory US/Canada/Mexico		
Special Requirements		
Specialized	Accessorial	

Notice of Assignment

If you use a factoring service, please provide us with the following information.

DATE: _____

Attn:

Broker Name:		Carrier /Co.:	
Phone:		MC#	
Email:		Driver Name:	
Website:		Phone:	

You are hereby being notified that on _____ we have assigned and transferred to the factoring company provided below the following Invoice existing between us.

Please direct any further payments or correspondence to them at the following contact info:

Factoring Co:		Phone:	
Billing Address:		City:	
State		Zip Code:	
Email/Website:		Fax:	

Load Details

Origin:		Weight/Temp:	
Date/Time:		Accessorial:	
City/Zip:		Palatazied	
Destination:		Packing/Count	

Please contact me if you have any questions!

Thank you!

Ready,Set, Dispatch LLC

Phone: 434.632.8227

Email: Readysetchdispatch17@gmail.com

Web: Readysetchdispatch.org

Insurance Information

Company Name:		Phone:	
Billing Address:		City:	
State		Zip Code:	
Email/Website:		Fax:	

Other Information

PLEASE USE THE FOLLOWING SECTION TO BETTER DESCRIBE YOUR COMPANY THAT WE
 HAVE NOT ALREADY ASKED FOR. Office Use Only: ____/____/____
