



CARRIER ONBOARDING CHECKLIST

Welcome to Circle 7! Maria will be your primary point of contact for all your dispatching needs. We offer a simple, flat 5% fee and a no-contract, flexible service.

REQUIRED DOCUMENTS FOR THE ONBOARDING PACKET

- ☐ Signed Dispatch Service Agreement (5% Flat Fee / No Contract)
- ☐ Signed Limited Power of Attorney (POA)
- ☐ Signed Exhibit A (Designation of Dispatch Authority)
- ☐ Completed Carrier Profile Form
- ☐ Completed Trade References Form
- ☐ Completed Credit Card Authorization Form
- ☐ A copy of your Motor Carrier Authority (MC Permit)
- ☐ A copy of your W-9 Form (Must be signed and dated within the last 12 months)
- ☐ Certificate of Insurance (COI) listing Circle 7 Dispatch Service LLC as the Certificate Holder.

INSTRUCTIONS

Please email all completed documents to circle7d365@gmail.com. If you have questions, reach out to Maria directly.

Maria | Lead Dispatcher
(623) 269-3019

circle7d365@gmail.com

www.umbrella365.net

Date: _____