

**\*\*\* KEEP PAPERWORK FOR 90 DAYS \*\*\***



Total #Pages \_\_\_\_\_



Read  
Carefully.

**Instructions:**

- **Fill out 1 Trip Cover sheet per load!**
- Tape small receipts to a full sheet!!
- Count and note the number of pages to be scanned.
- **Retain all original paperwork & receipts for 90 Days!!**
- Check page count on receipt for accuracy.
- **Fill out all fields on trip cover.**

**Check Scanned Items:**

- Signed BOL's # of Pages \_\_\_\_\_
- Lumper Receipt
- Maintenance Report (Monthly)
- Maintenance Receipts
- NON-EFS Fuel Receipts (including EFS checks)
- Other \_\_\_\_\_

MAG Load # \_\_\_\_\_

Pickup Date & Location: \_\_\_\_\_

Delivery Date & Location: \_\_\_\_\_

Name: \_\_\_\_\_

Truck # \_\_\_\_\_ Trailer # \_\_\_\_\_

**Detention:**

\*Is there any detention on this load?

Yes No

\*How much are you requesting? \_\_\_\_\_

\*Does the broker know?

Yes No

\*Are your in/out times on the BOL?

Yes No

**Lumper:**

\*Was there a lumper on this load?

Yes No

\*How much? \_\_\_\_\_

\*Who paid for the lumper? \_\_\_\_\_

\*Attach Lumper Receipts\*

(\*\*Tape to a full sheet of paper\*\*)

**Broker reimbursements Receipts:**

(Itemized items)

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**Issues:**

\*Were there any shortages, damages or rejections on the load?

Yes No

\*Did you report the issue to the broker?

Yes No

\*Name & contact information of who you reported to & the time & date you reported.

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*\*Go To [transfloexpress.com](http://transfloexpress.com) to find the nearest location.*

*Or*

*\*Use the mobile app!*

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