



REQUIREMENTS FOR CARRIER PAYMENT

Bee Line Logistics, Inc. wants all of our carriers to be well informed on what is expected when hauling a load. We believe it is our responsibility to pay our carriers on time for each load delivered. In turn, we have set up the following steps to help promote on time payment. Our turn around time for settlement is 35 days after receiving a carrier invoice and a legible proof of delivery. A Bill of Lading signed by the consignee is considered a Proof of Delivery. No payment can be issued until all the correct paperwork is received. By adhering to the following steps, we will do our best to make sure on time payments continue to our carriers.

- All invoices submitted must accompany the appropriate **original signed bill of lading**. If the original is not available, we will accept a copy, but only if it is a legible proof of delivery.
- Bee Line requires the carrier to submit **one invoice per one Bee Line load**.
- Bee Line requires the carrier to include the **Bee Line load number on each invoice**. Along with an additional copy of a signed Bee Line load sheet.
- Carrier must immediately contact Bee Line Dispatch (800-594-7043) or pager number (518-574-5600) for authorization of any handling incurred other than what was agreed upon in our rate confirmation. Carrier must also send a receipt with their invoice for all handling charges.
- Carrier must contact Bee Line Dispatch when overage, shortage or damage (OS&D) occurs **before leaving the dock**. Bee Line Dispatch phone number is 800-594-7043 or pager phone number 518-574-5600.
- Uneven pallet exchanges will be deducted at the time of settlement, when applicable.
- Any advances taken will be deducted from carrier invoice at time of payment. We will deduct the amount of your advance, a **\$25.00 processing fee**, and a **service charge in the amount of 2.5%** of the cost of your advance. (i.e. you receive a \$200.00 advance, we will deduct a total of \$230.00. The \$200.00 advance, plus the \$25.00 processing fee, and \$5.00 in service charges.)
- **All carrier information** for set-up with Bee Line Logistics, Inc. **is required** before payment can be issued. This means the carrier's MC number, W-9 form, Bee Line Brokerage contract, and certificate of liability naming Bee Line Logistics, Inc. as a certificate holder.
- Within 48 hours of delivery of the load, the pod must be faxed to 518-594-7127 or emailed to Liz@beelinelogistics.com. A **\$50.00 fine** will be deducted from your invoice **no exceptions** if we don't receive this within 48 hours. By signing the rate confirmation sheet you understand this requirement and are able to provide this information to Bee Line.

MAIN OFFICE

4566 State Route 11, Ellenburg Depot, New York 12935 • Ph: 518-907-4472 / 1-800-594-7043 • Fax: 518-594-7127
Mailing Address: P.O. Box 172, Ellenburg Depot, New York 12935

WAREHOUSE LOCATIONS

5 Lincoln Boulevard, Rouses Point, New York 12979 • 18 Industrial Road Alburgh, Vermont 05440
2 Lawrence Paquette Drive, Champlain, New York 12919

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