

!!! KEEP PAPERWORK FOR 90 DAYS !!!



1 Trip Cover Sheet per load!

Please read carefully!

Fill out completely!

**Go To transfloexpress.com
to find the nearest location.*

Or

**Use the mobile app!*

Instructions: **Number of Pages:**

- 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 sheet.

Check scanned

Signed BOL's

Lumper Receipt

Maintenance Report

Maintenance Receipts

NON-EFS Fuel Receipts
(including Trans checks)

Name:	Truck #	Trailer #	Load #

Pickup Date:	Pickup Location:	Delivery Date:	Delivery Location:

Detention:

*Is there any detention on this load?
Yes No

*Does your dispatcher know?
Yes No

* Are your in & out times on the BOL?
Yes No

Reimbursements:

Scales:	
Parts and Repairs	
Other: (Itemize items)	

Lumper:

*Was there a lumper?
Yes No

*How much? _____

*Who paid for the lumper? _____

*Attach Lumper Receipts
(**Tape receipt to full sheet of paper**)

Shortages or Damages:

*Were there any shortages, damages, or rejections?
Yes No

*Did you report it to the broker?
Yes No

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



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