DEX Cheat Sheet:

**Hours of Service: Applies to GVW over 10001 lbs**

Under 550 miles in radius does NOT require a team (if the driver is fresh on hours).

14 hours “on shift” (this is the total time on duty, and detention time goes against it) and 11 driving hours REQUIRES 10-hour mandatory break.

**TIMES-**

**When Entering delivery times MAKE SURE YOU DO NOT ENTER A TIME BEFORE THE SYSTEM UNDERLINE TIME**

**Hazardous Materials:**

We can handle anything UNDER 1001 pounds, we do NOT move Radioactive.

Always provide carrier with UN and Class # to see if they can handle.

**Vehicle Sizes and Weights:**

Sprinter= Generally 3000 pounds and under(Some will handle up to 4000) ask carrier. For width - wheel well to wheel well is 53” on most sprinters, anything over it won’t fit, unless it rides over the wheel wells . Normal Height 72 niches at door

Small Straight Truck: Anything over 84” high, will not fit on most small straight trucks. Keep weight UNDER 5000 pounds. ASK CARRIER FOR MAX weight

If you need a lift gate, 95% of the time it is better to quote using a Large Straight.

**Large Straight Truck:**

Most trucks can handle UP to 9500 pounds.

Roll up doors 96” high, inside height is 98” high. If you need more room, your best bet is to use a large straight truck with “swing or barn doors”.

**Documents Needed:**

When picking up from an airline OR delivering to an airline, carrier must have drivers print the paperwork submitted to us by our customer. This will include the MAWB (master air waybill), the notification that ISC (Import Service Charges) were paid and a BOL, etc.

When picking up for Sound Moves OR Rock It Cargo: drivers must have the Customer BOL printed before getting to pick up location.

If customer provides us with a BOL. BE sure to send it along with the RC and let the carrier know they need to use that BOL.

Always let the customer know via email that the load is covered and the PRO #, Carrier, Driver and Driver number.

ALL shipments, please make sure every carrier has straps and or load bars, even if the customer does not ask for it. Here is the breakdown as follows per each piece of equipment:

For a Sprinter: 2 straps

Small straight 4 straps or 2 straps and 2 load bars

Large Straight 4 straps and 2 load bars OR 6 straps.

This will deter any possible issues and or possible damages moving forward.

QUICK PAY

We pay all carriers with 48 hours of receipt of hard copy pod and invoice and we Do Not charge quick

Pay fee

**Pictures**

**when we get a photo of freight loaded for Cargo Tours DO NOT SEND a photo to them with the freight stacked. Their Freight CANNOT BE STACKED!  LOOK AT the photo before you send it… THIS IS VERY IMPORANT!**

 Paperwork

Make sure that we have SIGNED customer Rate Agreement – or their Rate Confirmation

Carrier Rate Agreement – MUST BE SIGNED

BOL (if customer provides)

Loaded Freight pictures

Bol from shipper signed

BOL/POD – once delivered

PDF – any emails with rate changes and add so if we must go back, we have it in the load.

\*\*We need pictures of the truck from the carrier of the truck, and the door of the truck that displays either the DOT # OR the MC# or both. Both of these pictures need to be scanned into the load in Sylectus.

**NOTES NOTES NOTES !!!!**

**If there is anything going on with the load PUT IN PRO NOTES!!! When sending emails to carrier or customers – send from Pro Notes NOT OUTLOOK – this will keep a record of all communication. If customer response, copy notes from outlook and put in Pro Notes**