



Paperwork Procedures

- ◆ All paperwork must be originals. Copies will be held until Eclipse Transervices Corp is paid by their customer.
- ◆ Eclipse Transervices' broker must be notified prior to leaving unloading site on all weight discrepancies.
- ◆ Weight discrepancy over 250 pounds will be reviewed and payment may be held until notification by customer is made to state if there is a claim on the lost product and/or Eclipse Transervices Corp is paid for the load.
- ◆ Waiting time or demurrage is paid after Eclipse Transervices Corp is paid. Required documentation to include:
 - Dates
 - Times
 - Legible signature from facility
- ◆ Paperwork required for each load:
 - Invoice with company name, address, Load confirmation # (pay #) and load information.
 - Eclipse Transervices Corporation Load Confirmation with Pay Number
 - Shipping and Receiving documents to include:

ORIGIN

- Bill of Lading with all paperwork provided by shipper
- Scale Ticket – If a scale is not available call dispatch for instructions.
- Load Number printed or written on Bill Of Lading.
- Clean Trailer Affidavit / Identity Preserved Clean Truck/Trailer Certificate
- Washout Receipt if required. Washout receipt must have washout company name, phone number, invoice number on receipt, type of washout, cost of washout, trailer #, trailer license plate number, trucking company name and drivers signature.

DESTINATION

- Signed Bill of Lading with POD (company name, date, and authorized receiver signature)
- Scale Ticket – If a scale is not available call dispatch before unloading.
- Unload Number written on Bill of Lading

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date Signed: _____