



Procedure for Completing the Bill of Lading

* The Bill of Lading begins on Page 2 of this document

All the required fields on the Bill of Lading are editable and can be completed using your computer keyboard. Start by clicking on the date field then use the TAB key to move to the subsequent field. Don't forget to sign the BOL at the bottom.

Write clearly or type the following on the Bill of Lading:

- The date the freight is scheduled for pick up.
- The Shipper's, the Consignee's and the Third Party's (if applicable) Company name, street address, city, state, zip code and phone number in their respective fields.
- The total number of packages 2 DAY TRANSPORTATION will receive.
- A complete description of articles 2 DAY TRANSPORTATION will receive. Descriptions such as "FAK", "General Merchandise", "Assorted Goods" etc, are not acceptable. An improper description may result in improper classification of freight.
- The class of the merchandise, if known.
- The weight of the merchandise.
- Please indicate the number of pallets for the shipment.
- The mode of payment. The options for mode of payment are: 1. Prepaid (freight paid by Shipper) 2. Collect (freight paid by Consignee) 3. Third Party (freight paid by a Third Party)

For C.O.D. shipments

- (2 DAY TRANSPORTATION receiving payments for remittance to Shipper or Third Party):
- The abbreviation "C.O.D." must appear in front of the Consignee's name.
- The C.O.D. amount must be written or typed clearly in the C.O.D. space provided on the Bill of Lading.
- The C.O.D. fee mode of payment must be indicated. Options for mode of payment are:
- Prepaid (C.O.D. fee to be paid by Shipper or Third Party)
- Collect (C.O.D. fee to be paid by Consignee)
- The type of payment must be indicated on the Bill of Lading. Clearly write, type or mark the box indicating the type of payment. Options for type of payment are: 1. Company Check 2. Certified or Cashier's Check 3. Money Order 4. Cash (2 DAY TRANSPORTATION will not accept cash payments over \$250.00)
- Please indicate on the Bill of Lading if a postdated check is acceptable.
- Write or type the name, street address, city, state, zip code and phone number of the party 2 DAY TRANSPORTATION will remit the C.O.D. to.

When a 2 DAY Transportations' driver arrives to receive your freight:

- A Pro Number or Tracking number must be affixed to the Shipper's copy of the Bill of Lading, 2 DAY Transportations' copy of the Bill of Lading, and the freight.
- A representative of the Shipper must sign the Bill of Lading.
- The driver picking up the freight must sign the Bill of Lading with a verified piece count and date freight was picked up.



BILL OF LADING

Phone 866-343-2777
ORIGINAL COPY

Date:

PRO NUMBER HERE

SHIPPER'S NO.

PURCHASE ORDER NO.

SHIPPER			CONSIGNEE "COD" must appear before consignee's name on Collect on Delivery Shipments.		
STREET ADDRESS			STREET ADDRESS		
CITY/STATE		ZIP (required)	CITY/STATE		ZIP (required)
FREIGHT CHARGES (Third Party Bill To)			Special Instructions:		Freight Charges to paid by: <input type="checkbox"/> SHIPPER (PREPAID) <input type="checkbox"/> CONSIGNEE (COLLECT) <input type="checkbox"/> THIRD PARTY (PREPAID)
NAME					
STREET					
CITY/ST/ZIP					
NUMBER OF PACKAGES	HAZARDOUS MATERIALS	KIND OF PACKAGES, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS (SUBJECT TO CORRECTION)	WEIGHT (SUBJECT TO CORR)	CLASS OR RATE	On Collect on Delivery Shipments, the letters "COD" must appear before consignee's name. C.O.D. Collect on Delivery \$
NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable unless a shipper specifies a declared value and pays an <u>ad valorem</u> charge. Therefore, all shipments are deemed to be released for liability purposes in accordance with the maximum value provisions of items 161 and 781 of Tariff TWDW-100					
Note: When the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding:		FOR FREIGHT COLLECT SHIPMENTS: If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: This carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.		REMIT C.O.D. CHECK/CASH TO:	
\$ Per lb.		(Signature of Consignor)			

RECEIVED, subject to individually determined rates or contracts that have been agreed upon in writing between the carrier and the shipper, if applicable, otherwise to the rates, classifications and the rules that have been established by the carrier and are available to the shipper, on request, the property described above, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as shown above which said carrier agrees to carry to destination, if on its route or otherwise to deliver to another carrier on the route to destination. Every service to be performed hereunder shall be subject to all the conditions not prohibited by law, whether printed or written, herein contained, which are hereby agreed to by the shipper and accepted for himself and his assigns.

Mark with an "X" to designate Hazardous Materials as defined by DOT regulations.

This is to certify that the above named materials are properly classified, described, packaged, marked, and labeled, and are in the proper condition for transporting according to the applicable regulations of the Department of Transportation.

SHIPPER:	CARRIER: 2 DAY TRANSPORTATION, INC	TOTAL NO. OF PIECES:
PER: (Signature Required)	DRIVER:	DATE RECEIVED:
All Shipments Subject to 2 DAY TRANSPORTATION, INC. Rules and Tariffs (available upon request) and the provisions of the Uniform Bill of Lading and the N.M.F.C.		



BILL OF LADING

Phone 866-343-2777
CARRIERS COPY

Date:

PRO NUMBER HERE

SHIPPER'S NO.

PURCHASE ORDER NO.

SHIPPER			CONSIGNEE "COD" must appear before consignee's name on Collect on Delivery Shipments.		
STREET ADDRESS			STREET ADDRESS		
CITY/STATE		ZIP (required)	CITY/STATE		ZIP (required)
FREIGHT CHARGES (Third Party Bill To)			Special Instructions:		Freight Charges to paid by: <input type="checkbox"/> SHIPPER (PREPAID) <input type="checkbox"/> CONSIGNEE (COLLECT) <input type="checkbox"/> THIRD PARTY (PREPAID)
NAME					
STREET					
CITY/ST/ZIP					
NUMBER OF PACKAGES	HAZARDOUS MATERIALS	KIND OF PACKAGES, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS (SUBJECT TO CORRECTION)	WEIGHT (SUBJECT TO CORR)	CLASS OR RATE	On Collect on Delivery Shipments, the letters "COD" must appear before consignee's name. <div>C.O.D.</div> <div>Collect on Delivery</div> <div>\$</div> <div>C.O.D. AMOUNT <input type="checkbox"/> Cash or Certified Check <input type="checkbox"/> Consignee Check Acceptable</div> <div>C.O.D. FEE TO BE PAID BY: <input type="checkbox"/> SHIPPER <input type="checkbox"/> COSIGNEE</div>
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\$	Per lb.	(Signature of Consignor)			

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BILL OF LADING

Phone 866-343-2777
SHIPPERS COPY

Date:

PRO NUMBER HERE

SHIPPER'S NO.
PURCHASE ORDER NO.

SHIPPER	CONSIGNEE
"COD" must appear before consignee's name on Collect on Delivery Shipments.	
STREET ADDRESS	STREET ADDRESS
CITY/STATE	CITY/STATE
ZIP (required)	ZIP (required)

FREIGHT CHARGES (Third Party Bill To)	Special Instructions:	Freight Charges to paid by: <input type="checkbox"/> SHIPPER (PREPAID) <input type="checkbox"/> CONSIGNEE (COLLECT) <input type="checkbox"/> THIRD PARTY (PREPAID)
NAME		
STREET		
CITY/ST/ZIP		

NUMBER OF PACKAGES	HAZARDOUS MATERIALS	KIND OF PACKAGES, DESCRIPTION OF ARTICLES, SPECIAL MARKS AND EXCEPTIONS (SUBJECT TO CORRECTION)	WEIGHT (SUBJECT TO CORR)	CLASS OR RATE	
					On Collect on Delivery Shipments, the letters "COD" must appear before consignee's name.
					C.O.D.
					Collect on Delivery
					\$
					C.O.D. AMOUNT
					<input type="checkbox"/> Cash or Certified Check
					<input type="checkbox"/> Consignee Check Acceptable
					C.O.D. FEE TO <input type="checkbox"/> SHIPPER
					BE PAID BY: <input type="checkbox"/> COSIGNEE

NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable unless a shipper specifies a declared value and pays an ad valorem charge. Therefore, all shipments are deemed to be released for liability purposes in accordance with the maximum value provisions of items 161 and 781 of Tariff TWDW-100

Note: When the rate is dependent on value, shippers are required to state specifically in writing the agreed or declared value of the property. **The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding:**

FOR FREIGHT COLLECT SHIPMENTS: If this shipment is to be delivered to the consignee without recourse on the consignor, the consignor shall sign the following statement: **This carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.**

REMIT C.O.D. CHECK/CASH TO:

\$ Per lb. (Signature of Consignor)

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