

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

SHIPPER'S NO.

Date:			PRO	PRO NUMBER HERE			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)						
	HARGES (Thi	ird Party Bill To)				Special Instruc	tions:	Freigh	nt Charges to paid by:			
STREET CITY/ST/ZIF									☐ c	HIPPER (PREPAID) ONSIGNEE (COLLECT) HIRD PARTY (PREPAID)		
NUMBER OF PACKAGES	HAZARDOUS MATERIALS	KIND OF PACK (SUBJECT TO	AGES, DESCRIPTION OF A	RTICLES, SPECIAL MARKS AN	ND EXCEPTION	ONS	WEIGHT (SUBJECT TO CO	ORR) CLASS OR RATE	Shi "COD c	Collect on Delivery pments, the letters "must appear before osignee's name. C.O.D. D.		
Therefore, all shipments are deemed tobe rele 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 This carrier		FOR FREIGHTC If this shipment is to be de recourse on the consignor, following statement: This carrier may decline to	e on this shipment may be applicable unless a shipper spec bed for liability purposes in accordance with the maximum w DR FREIGHTCOLLECTSHIPMENTS: and is to be delivered to the consignee without he consignor, the consignor shall sign the tement: may decline to make delivery of this shipment ent of freight and all other lawful charges.			s <u>161 and 781</u> of Ta	C.O.D.	Cash or Certified Check Consignee Check Acceptable C.O.D. FEE TO SHIPPER BE PAID BY: COSIGNEE				
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 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 desting which said carrier agrees to carry to destination, if on its route or otherwise to deliver to another carrier and the rule to destination. Every service to be performed hereunder shall be subject to all the conditions not provide the property of 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 Departrement.										e rules that have been established by igned, and destined as shown above onditions not prohibited by law,		
SHIPPER:					CARRIER	: 2 DAY T	RANSPOR	TATION, INC		TOTAL NO. OF PIECES:		
PER:	Signature Rec	quired)		bject to 2 DAY TRANS				(available upon ı	equest)	DATE RECEIVED:		



BILL OF LADING

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CARRIERS COPY

SHIPPER'S NO.

Date:			PRO NUMBER HERE			PUR	PURCHASE ORDER NO.					
SHIPPER						CONSIGNEE "COD" must appear before consignee's name on Collect on Delivery Shipments.						
STREET ADDRESS						STREET ADDRESS						
CITY/STATE	<u> </u>			ZIP (require	city/st/	CITY/STATE ZIP (required)						
FREIGHT CHARGES (Third Party Bill To) NAME						Instructions:			nt Charges to paid by:			
STREET CITY/ST/ZIF)				_			l	ONSIGNEE (COLLECT) HIRD PARTY (PREPAID)			
NUMBER OF PACKAGES	HAZARDOUS MATERIALS	KIND OF PACK. (SUBJECT TO	AGES, DESCRIPTION OF AR' CORRECTION)	CICLES, SPECIAL MARKS AND EXCE	PTIONS	(SUBJECT T	TT O CORR) CLASS OR RATE	Shi "COD	Collect on Delivery pments, the letters " must appear before osignee's name.			
									C.O.D.			
								Co \$	llect on Delivery			
NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable unless a significance with the state 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: This carrier may decline to make delivery of this shipment without payment of freight and all other lawful charges.					specifies a declared value and pays an <u>ad valorem</u> charge. m value provisions of items 161 and 781 of Tariff TC.O.D. CHECK/CASH TO:			C	C.O.D. AMOUNT ash or Certified Check onsignee Check Acceptable FEE TO SHIPPER D BY: COSIGNEE			
the carrier and which said ca	d are available arrier agrees to	to the shipper, on carry to destinatio	rates or contracts that have b request, the property describe n, if on its route or otherwise to	f Consignor) een agreed upon in writing between the d above, in apparent good order, excep deliver to another carrier on the route e shipper and accepted for himself an	t as noted (con to destination.	e shipper, if applicable, o tents and condition of co Every service to be perfo	therwise to the rates, classific ntents of packages unknown), rmed hereunder shall be subje	ations and the marked, consect to all the c	e rules that have been established by igned, and destined as shown above onditions not prohibited by law,			
			Mark with an '	X" to designate Hazardo ibed, packaged, marked, and labeled,	us Materia	•	•	able regulatio	ns of the Department of Transportatior			
SHIPPER:				CAR	RIER: 2	DAY TRANSPO	ORTATION, INC		TOTAL NO. OF PIECES:			
PER:	Signature Rec	quired)		DRIV ject to 2 DAY TRANSPORT of the Uniform Bill of La	ATION, INC		ffs (available upon i	request)	DATE RECEIVED:			



BILL OF LADING

Phone 866-343-2777

SHIPPERS COPY

SHIPPER'S NO.

Date:			PRO NUMBER HERE			PURC	PURCHASE ORDER NO.					
SHIPPER					CONSIGNEE "COD" must appear before consignee's name on Collect on Delivery Shipments.							
STREET AD	DRESS				STREET ADDRES	SS						
CITY/STATE ZIP (required)						CITY/STATE ZIP (required)						
FREIGHT C	HARGES (Thi	ird Party Bill To)			Special Instructions:				nt Charges to paid by:			
STREET CITY/ST/ZIP	,				-			☐ c	ONSIGNEE (COLLECT) HIRD PARTY (PREPAID)			
NUMBER OF PACKAGES	HAZARDOUS MATERIALS	KIND OF PACKA (SUBJECT TO	AGES, DESCRIPTION OF ARTICL CORRECTION)	ES, SPECIAL MARKS AND EXCEP	TIONS	WEIGHT (SUBJECT TO C	CORR) CLASS OR RATE	Shi	Collect on Delivery pments, the letters "must appear before			
								С	osignee's name.			
									lect on Delivery			
Note: When the shippers are not writing the agreement of the property. If the property in the shipper to \$\$	NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable unle Therefore, all shipments are deemed tobe released for liability purposes in accordance wit When the rate is dependent on value, res are required to state specifically in go the agreed or declared value of the rity. The agreed or declared value of the roperty is hereby specifically stated by hipper to be not exceeding: Per Ib. NOTE (2) Liability Limitation for loss or damage on this shipment may be applicable unle FOR FREIGHT COLLECTS HIPMENTS: If this shipment is to be delivered to the consignor with ecourse on the consignor, the consignor shall sign the following statement: This carrier may decline to make delivery of this ship without payment of freight and all other lawful charges (Signature of Consignor)			TS HIPMENTS: TO the consignee without nsignor shall sign the delivery of this shipment other lawful charges.	naximum value provisions of items 161 and 781 of Tariff REMIT C.O.D. CHECK/CASH TO:			C.O.D. AMOUNT Cash or Certified Check Consignee Check Acceptable C.O.D. FEE TO SHIPPER BE PAID BY: COSIGNEE				
the carrier and which said ca whether printe	d are available arrier agrees to ed or written, he	to the shipper, on carry to destinatio rein contained, wh	request, the property described ab n, if on its route or otherwise to del hich are hereby agreed to by the sh Mark with an "X"	ove, in apparent good order, except a iver to another carrier on the route to ipper and accepted for himself and had to designate Hazardous	s noted (contents and destination. Every ser is assigns. Materials as of d are in the proper cor	condition of contervice to be performe defined by D dition for transporti	nts of packages unknown), m d hereunder shall be subjec OT regulations.	arked, cons t to all the c	a rules that have been established by igned, and destined as shown above onditions not prohibited by law, as of the Department of Transportation TOTAL NO. OF PIECES:			
PER:	Signature Rec	quired)		DRIVEI t to 2 DAY TRANSPORTAT the Uniform Bill of Ladi	ION, INC. Rule		s (available upon r	equest)	DATE RECEIVED:			