


SELECT LOGISTICS NETWORK INC.

P. O. BOX 496
CLINTON, IL
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800-353-9113
FAX 217-935-0056

YOUR
TRANSPORTATION
SPECIALISTS

To: All Carriers

ACCESSORIAL APPROVAL & BILLING POLICY

In order to improve our processing cycle for customers and carriers, Select Logistics Network Inc. (hereinafter referred to as BROKER) has implemented the following policy for Accessorial Approval on all shipments. Please sign and return as soon as possible. No accessorial charges will be processed without receipt of this signed document. All charges are to be stated in U.S. Dollars.

NOTIFICATION & APPROVAL

- 1) At time of occurrence prior to assessment, drayage carriers must submit verbally immediately and subsequent fax request for approval within 24 hrs of actual service.
- 2) Original documentation not required at this time. However, accessorial request forms must include shipper and/or consignee contact full name, legible signature and title & phone number, location, trailer/container #, date, time and detailed explanation of charges and services and the BROKER. Order Reference #.
- 3) BROKER will honor only 1 initial request for excess charges. Carrier must include all charges on same request. (i.e.: Driver Detention, Diversions, Flips, Terminations, Scales, etc...)
- 4) If in order, BROKER will issue customer notification and carrier approval.
- 5) BROKER maintains a minimum accessorial amount of \$15.00. Please do not submit request for charges below \$15.00. (FSC is the only exception)

BILLING

- 1) Carrier must submit all original support documents and a copy of approval form, signed by BROKER, with invoice.
- 2) Invoices should list BROKER Approval #. Invoices received without proper documentation will be returned to the carrier.
- 3) BROKER will pay only the "Approved" amounts. (Pending receipt of supporting documents).
- 4) Request for charges beyond the time limits will be denied.

DROP SHIPMENTS

- 1) Carrier must notify BROKER via email or fax immediately if/when shipper or consignee requests a "drop" to load or unload.
- 2) BROKER will provide an acknowledgement of "drop notification" and last Free Day via email or fax.
- 3) EMP and NACS EQUIPMENT: Carrier will be responsible for all EMP or NACS per diem that accrue beyond 24 hours of actual pick-up or delivery unless authorized by BROKER via email or fax.

DECLINATIONS, RETURNS and DEBITS.

Carrier accessorial requests or payments will be denied, returned or adjusted for the following reasons:

- 1) Original support documents not included with invoice.
- 2) Copy of signed BROKER form not included with invoice.
- 3) Charges differ from those charges approved on BROKER Approval Form.
- 4) Charges not approved or previously declined.
- 5) Charges resulting from missed appointments.

If you have any questions regarding this new policy, please contact me at 217 935 6543 or email address lisa@selectlogistics.net.

Sincerely,

Signature: _____

Accepted by: _____
(Print Name)

Lisa Edwards
President

Carrier Name: _____

Date: ____/____/____

PLEASE SIGN, DATE, AND FAX BACK TO 217-935-0056 or email to lisa@selectlogistics.net ASAP. THANK YOU.