Rate Confirmation

Load ID and revision

Broker load number	
Carrier reference / PO / pro number	
Version (v1, v2...)	

Parties

Broker legal name	
Broker MC number	
Broker billing address / remit-to	
Carrier legal name	Your Company LLC
Carrier MC number	MC 000000
Carrier USDOT number	USDOT 0000000

Contacts

Broker dispatcher	
After-hours contact	
Channel for notices (email, text, portal)	

Pickup

Shipper name and address	
Appointment date and time or window	
Reference numbers	
Commodity, weight, pieces	
Equipment	

Delivery

Receiver name and address	
Appointment window	
Reference numbers	
Extra stops, in order	

Fuel surcharge formula (per mile = (index - base) / peg)

Index price, $/gal	
Index week	
Base price, $/gal	
Peg, mpg	

Line	Qty / miles	Rate	Amount
Linehaul (miles x rate per mile, or flat)			
Fuel surcharge (included in rate, flat per load, or per mile on the miles it pays on)			
		Total before accessorials	$

Linehaul: write the miles and the rate. Fuel: write the paid miles; the rate is calculated from the three fuel cells above (index and week, base price, peg mpg). If fuel is flat or included, overwrite the rate.

Accessorial terms

Detention: free hours, clock start, hourly rate, cap, rounding, notice rule, billing deadline	
Layover: start point, amount per period, whether detention stops when layover starts	
TONU: amount, cancellation window, condition	
Lumper: reimbursed with receipt or only with written approval, approval or advance code process, cap, fees on top	
Other accessorials (stop-off, tolls, scale, tarp, assist, reefer pre-cool, pallet exchange)	

Payment

Payment terms: days and what starts the count (delivery, invoice receipt, receipt of paperwork)	
Required documents, and portal or email	
Quick pay: fee or percent, timing, whether the fee changes with invoice size, disputes after early payment	
Deductions and claims: chargebacks, offsets, admin fees and their grounds; who bears loss or damage; claim address, proof, deadlines	

Signatures

Broker: name, title, date, time	
Carrier: name, title, date, time	
Replaces revision	