



Thursday, June 01, 2000 (effective date)

~ ~ **BILLING INFORMATION LETTER** ~ ~
ACCOUNTS RECEIVABLE CRITERIA

The following documentation will be required along with your invoice to process your action effortlessly and without penalties:

1. *Original Bill of Lading(s) w/ Original receiving signatures. **(Required)** (Photocopies are accepted only when an Original Receiving Signature is clearly distinguishable. this means that **NO photocopied signatures** are accepted.)

Drivers are required to prepare their own BOL for their protection and ours. Summit the original with signatures, along with the consignee or consignor's BOL.

Driver is to make both shipper and receiver aware of any and all damages prior to leaving the shipper and prior to unloading, your driver should also make note of all visible damage on both BOLs.

If your driver has any questionable load have them phone our dispatch.

2. Any miscellaneous documents (i.e. weight tickets, permits, receipt(s) for service(s), Lodging, etc.)
3. Copy of the signed Confirmation and Notification Sheet from Diedes Transport, Inc.
4. Your invoice must reference our DN.

Penalties: A \$50.00 processing fee will be deducted from any invoice, which is not in compliance with this letter. Processing and reprocessing is costly and time consuming not to mention the loss of man hours.

If you have any questions please phone 23847-32 as soon as possible and let's avoid any unnecessary fees or complications.

Sincerely,

Diedes Transport Inc.