

## **CARRIER INVOICING REQUIREMENTS**

Dear Carrier:

Thank you for doing business with L.J. Rogers Logistics, Inc. We would like to provide you with the invoicing requirements to insure you are paid accurately and we receive all necessary documentation in order to invoice our customer. Please sign and return with your carrier packet.

Please follow these simple steps to insure prompt & accurate payments!  
Submit the following **REQUIRED** documents:

1. Carrier Invoice
  - A. The L.J. Rogers Logistics load / order number must be referenced on the carrier invoice. This number can be found on the rate confirmation.
  - B. Only bill **ONE** load per invoice.
  - C. All charges must be billed on the original invoice to include the line haul and all accessorial charges with all proper documentation.
  - D. A remittance address and/or factoring company must be on invoice. We must receive an **ASSIGNMENT** letter from the factoring company to pay them directly. If you discontinue factoring we must receive a release letter. It is your responsibility to provide documentation.
2. The BOL/POD must be signed by the consignee. A rate confirmation signed by consignee will not be accepted.
3. Accessorial Charges:
  - A. If you are invoicing for detention, the in/out times must be on the BOL/POD. Please notify dispatch of detention at time of occurrence.
  - B. If you are invoicing for lumpers, you will need to inform L.J. Rogers at the time of occurrence and provide copy of the receipt with your invoice.

**Please note, failure to provide all required documentation will result in nonpayment until everything has been received.**

**Carrier Signature:** \_\_\_\_\_