

**Skidmore Express LLC**  
**P: 706-383-8103**  
**F: 706-383-8373**  
**info@skidmoreexpress.com**

# *Van/Box/Reefer*

**Return each page with your initials at the bottom**

**Requirements:**

- Straps and Chains
- Have text or email capabilities
- Good Communication with our dispatch team
- Van or Reefer

**Benefits Benefits:**

- High dispatcher to driver ratio. Also, dispatchers are paid commission to ensure you are loaded.
- You are valued and not just a number!
- We do not force dispatch.
- Email dispatching.
- We represent your company in a professional manner
- Bill of Lading is provided for you 90% of the time
- We handle the paperwork (packets and rate cons) and we do the credit checks
- We book you 3,000 per week or more. If we cannot meet that then feel free to leave our services (this is our minimum standard for a truck that is 100% available and not trying to get to a certain area).

**In addition to this packet, please send us:**

- FMCSA MC/Authority Certificate** (will arrive in the mail about 7 days after MC is active)
- W-9** (can be obtained on our Truckers Tools page or on the irs.gov site)
- Insurance Certificate** (copy)

If you use progressive corporate and do not have an agent, call corporate and have them add our company so we can get insurance certificates for you. Call us back and give us your birthday to verify. They require this or else we have to call you and have you get certificates.

**You may email or fax a copy of this information to us:**

info@skidmoreexpress.com                      or                      (706) 383-8373

Initial \_\_\_\_\_

**If you need to set up your own authority:**

We have a packet we can send to you by email or fax if you need to set-up your authority. This packet is a guide to getting your own authority and getting your company set-up. We do not get your authority for you. There is a \$75 charge for this packet which you can pay for on our website or you can mail a check. Once you have paid online or mailed a check please give us a call and we will issue the packet to you as soon as we see the payment has went through. You can receive the packet via email, fax, or mail. This packet is for informational purposes ONLY.

\_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**How did you hear about us:** \_\_\_\_\_

**Please list the name, number, and/or email of anyone who might could benefit from our dispatch services (after client is hauling under our service for one month, you get a \$100 referral fee):** \_\_\_\_\_

Initial \_\_\_\_\_

## **Our fee for our DISPATCH SERVICE:**

**We require you to use a factoring company that will separate our percentage off of the load. This is to ensure that we get paid our percentage. Below is a list of complying factoring companies. If you use one that is not on the list, ask them if they will separate the percentage for a factoring company and have them call me to discuss.**

**Here is the list of complying factoring companies:**

- OTR Capital-Ask for Justin Klieber or Sam, Roswell, GA & Denver, CO 303-455-0124  
Email: justin.klieber@otrcapital.com website: www.otrcapital.com

- Transfac Capital- Ask for Sheila, Salt Lake City, UT 503-427-2581  
Email: sousley@transfaccapital.com website: www.transfac.com

-Porter Billing Services-Ask for Betsy Fontenot, Birmingham, AL 205-397-1900  
Email: bfontenot@porterbilling.com website: www.porterbillingservices.com

**You will be responsible for paying this agreed upon percentage for any load Skidmore Express Dispatches for you.**

**11% for each load    Signature: \_\_\_\_\_**

Info for those new to factoring companies:

Factoring companies usually charge 3% to 5%. Ask any factoring company about recourse versus nonrecourse (some nonrecourse companies are not truly nonrecourse but some are). Ask them if you are locked in on terms or if you can leave their services at any time. Make sure the factoring company is reachable during normal business hours or you will lose loads waiting on credit checks.

**It is still your job to pay the 11% to Skidmore Express if it is not paid by the factoring company for any reason. Payment is due within 5 days of you receiving your payment. Reasons to pay us directly might include: a load paid on delivery that was not factored or if the factoring company got the paperwork confused and did not pay us. We do not use traditional invoicing since we are paid by factoring so it is up to you to realize the factoring company did not pay us when the percentage is not taken out.**

Initial \_\_\_\_\_



## Dispatch Services Agreement Contract

This is an agreement between Skidmore Express LLC and \_\_\_\_\_, hereinafter referred to as client. Client wishes to receive Dispatch Services from Skidmore Express LLC. Client will provide a Limited Power of Attorney to allow Skidmore Express LLC to fill out paperwork, find loads, and dispatch client's equipment. Client agrees to keep insurance in the amount of \$1,000,000 Auto liability and \$100,000 cargo for the duration of time that client is using Skidmore Express LLC's Dispatch Service.

This agreement will remain in effect until the client gives verbal and written notice of revocation of the agreement which can be emailed or mailed to our company address.

Skidmore Express LLC will not be responsible for any loss of profit, change in service, damage, or any other inconvenience that may arise once a load has been accepted.

If the client chooses to use a Social Security Number in lieu of a Federal ID Number, Skidmore Express LLC is not responsible for any damages that may incur. Skidmore Express LLC recommends client to go onto the IRS website and apply for a FID/EIN.

Client agrees to hold Skidmore Express LLC harmless for any damages received (this includes overages, shortages, damage to freight, or loss of payment) to a shipment before, during, and after this agreement goes into effect. Furthermore, this agreement goes into effect on the day client signs it.

**Client agrees to notify Skidmore Express LLC of any changes to authority, ownership, or carrier profile immediately as well as any time the availability of a truck changes. Dispatchers are working on your truck until they load it or until you call them and tell them otherwise.**

Client agrees to haul **exclusively** with Skidmore Express LLC until client decides to stop the services and sends a written notice by email. Client will inform Skidmore Express LLC dispatchers immediately when the truck is no longer available due to maintenance, illness, weather, etc.

Furthermore, **client agrees to pay Skidmore Express LLC the agreed upon rate for each load Skidmore Express LLC finds for the client.** Client will promptly pay Skidmore Express LLC the agreed upon percentage of each load within 5 days of receiving payment, so dispatchers can be paid commissions promptly. This percentage is the amount owed to Skidmore Express LLC for finding the load, filling out necessarily paperwork, and dispatching the load. The only thing that zeros out the percentage amount due for the load is if the load is not hauled.

Skidmore Express LLC is not responsible for any issues with the DOT, loading, shipment, insurance, or billing.

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Skidmore Express LLC does not make money if the client is not making money. Therefore, we ask that client provide a verbal two week notice when client plans to stop using our services. Also we request that client provide us with an immediate notice if client is not going to need loads for a **length of time greater than 2 weeks per truck.**

Client agrees to use an insurance agent/company that is willing to send over insurance certificates listing cert holders in a prompt time during normal business hours without requiring us to email over and wait. This is the only way to secure loads quickly in a fast paced industry.

This agreement shall be understood and governed by the laws of the state of Georgia. Client agrees to and consents to submit to the jurisdiction of the federal and state courts located in Gordon County, Georgia involving any controversies or claims arising from this agreement. Client understands that if payment is not made within 30 days then Skidmore Express LLC will proceed to collections and the courts to ensure Client pays all monies owed.

Skidmore Express LLC will:

- Find freight and dispatch drivers for client
- Set client up with shippers and brokers by sending in client's packet and signing paperwork for client
- Assist client with looking for truck stop locations, motels, vehicle parts, and other needs whenever client or driver has difficulty locating them

I, \_\_\_\_\_, agree to the terms of this contract agreement.  
Company Owner

Client:

Company: \_\_\_\_\_ MC# \_\_\_\_\_ DOT# \_\_\_\_\_

Company Owner Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

**MUST HAVE A WITNESS SIGNATURE**

Skidmore Express LLC:

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Initial \_\_\_\_\_

# CONTRACT REGULATIONS FOR DISPATCH UNDER SKIDMORE EXPRESS LLC

This form must be signed by **every person associated with the company** including owners, officers, managers, and drivers. Print multiple copies of this page if you run out of signature space. If you bring on new drivers, make sure to have them sign one of these forms before they start.

If a truck becomes unavailable for loading, client is to notify Skidmore Express LLC **immediately**. If a client does not notify Skidmore Express LLC immediately and Skidmore Express LLC finds a load for client, then the client will pay a fee of \$150 to Skidmore Express LLC due within 10 days. Meaning if a dispatcher calls with a load then the truck should be available. Otherwise **client should have already called to say the truck is no longer available**. Make sure our dispatch is the **FIRST TO KNOW** of any changes! If we do not hear from you then we assume nothing has changed. We may be reached by phone, email, or text. Text and Email 24/7. This rule applies no matter what (even if you have been sitting in a slow area, you must update us). Furthermore, if client agrees to take a load then client must commit to that load. The only excuse for not hauling the load once client has verbally committed would include mechanical issues, icy weather, and other documentable situations. So please provide the mechanic bill, tow bill, etc. so we can attempt to salvage the relationship with broker/customer. Otherwise this puts client's company and our company at risk. Therefore we have a zero tolerance policy for non communication! Client runs the risk of losing services from Skidmore Express LLC, because this harms the reputation of our dispatch service. No driver is to discuss money or anything related with customer/shipper/receiver/broker as this can hurt your company as well as Skidmore Express. This means never ask for payment from a shipper, receiver, or customer unless we have given instruction to do so. The broker might black list your company if you discuss money with anyone but them or us. Also, **never solicit business from a shipper or customer if you are under a load with a broker**. We sign contracts that you will not solicit business. Soliciting business will most likely result in getting black listed. These rules exist to protect your company as well as ours, because getting black listed from a broker (especially a larger one) can **dismantle your company**. We want to prevent that.

Our contact information for any dispatching concerns or questions:

Office: 706-383-8636

Email: info@skidmoreexpress.com

Cell (for after hours text and for after hours emergency phone calls only): 706-264-5296

**Please save this information in your phone!**

Company: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Initial \_\_\_\_\_

# Life 360 Tracking App

We now use the free app Life360. This app is easy to use, free, and does not use much data. This app tracks you down to about half a mile radius allowing us to stay updated on the minute. Customers are starting to request tracking and a few are even requiring it. In addition to customer needs, it allows us to be updated without having to call you or wait for your call. We can have the confidence that you are still in the same location when we need to book that quick load. Also we are updated if you move 30 miles down the road to a truck stop and forgot to call us, or if you decided to deadhead home and forgot to update us. This app is used for office purposes only and can be turned off when you are off duty and do not need us finding you a load. Just remember to turn it back on when you are ready for a load. You can also create extra circles for your family to see where you are at. We will not have access to other circles. This app is very helpful if you were ever in an emergency situation and needed to be tracked! Lastly it allows messaging which might be an added convenience for you.

Below are basic instructions for this app. They will differ as smart phones do not all work the same.

Go to app store and add "Life 360" (pink icon).

You will be able to use your phone number and create a password.

(it is important that anytime it ask for your name or circle name, you name it "your first name, last name, and company name i.e. John Smith Smith Transport)

The app will ask you if you want to leave tracking on even when not on the app, choose "approve" or "yes" to everything it ask. Then when it ask if you want to add a location, skip that section or choose your home location.

It will ask you to start a new circle or to find a circle. Start a new circle.

Once you have given your circle name, click "done". It will ask you to choose recommended or address book, click "invite 0" and then click "yes" when it ask if you are sure.

Go to the main map screen and click "add" on the purple add icon which should be at the bottom of the screen. Select "enter info manually" at the bottom.

Type "Skidmore Express" as the first name and enter email "transportdispatchservice@gmail.com". That step is very important. Leave everything else blank and click "select" or "send". Then select done. You are now setup!

We will get an email inviting us to join our circle.

To become invisible when you are off duty:

Click Menu, select location services, turn off location services

Just remember to turn it back on when you are ready to go on duty!

**FOR ANY QUESTIONS ABOUT SETTING THIS UP, PLEASE CALL AND ASK FOR AFTON!  
THIS IS NOT MANDATORY BUT WILL HELP YOU GREATLY AND IT WILL HELP US GREATLY!!!**

Initial \_\_\_\_\_

# Carrier Profile

THIS IS THE MOST IMPORTANT PAGE SO IT MUST BE CLEAR, ACCURATE, LEGIBLE, DETAILED,  
AND NEAT.

Company		DBA		1st day in service
DOT#	MC#	FID#	T#	
Physical Address		City	State	Zip code
Mailing Address (if different)		City	State	Zip code
Owner	Phone	Cell (if different)	Email	
Insurance Agent		Contact	Phone	
Fax	Email		Policy #	
Factoring Company	Phone	Contact	Address	

Truck#1

**Driver Full Name** \_\_\_\_\_ Phone \_\_\_\_\_ Driver Email (if you want packet sent to driver) \_\_\_\_\_

TWIC: YES NO Vented: YES NO E-Track: YES NO Load Bars: YES NO

Trailer: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ **Any more accessories on truck:** \_\_\_\_\_

Pads: YES NO Pallets: YES NO Airride: YES NO If not owner: Run Loads by YOU OR Run Loads by the Driver

Truck#2

**Driver Full Name** \_\_\_\_\_ Phone \_\_\_\_\_ Driver Email (if you want packet sent to driver) \_\_\_\_\_

TWIC: YES NO Vented: YES NO E-Track: YES NO Load Bars: YES NO

Trailer: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ **Any more accessories on truck:** \_\_\_\_\_

Pads: YES NO Pallets: YES NO Airride: YES NO If not owner: Run Loads by YOU OR Run Loads by the Driver

Truck#3

**Driver Full Name** \_\_\_\_\_ Phone \_\_\_\_\_ Driver Email (if you want packet sent to driver) \_\_\_\_\_

TWIC: YES NO Vented: YES NO E-Track: YES NO Load Bars: YES NO

Trailer: Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_ **Any more accessories on truck:** \_\_\_\_\_

Pads: YES NO Pallets: YES NO Airride: YES NO If not owner: Run Loads by YOU OR Run Loads by the Driver

Initial \_\_\_\_\_



# Payments

We do not participate in traditional invoicing because of the setup we have with factoring companies.

Regardless, it is up to you to ensure we are paid. If a percentage that should have been held out by a factoring company is not held out, then it is up to you to cut us a check (not the factoring company or us). If a load is paid on delivery then it will be up to you to cut and mail a check to us.

If you are paying us directly due to a special circumstance, then submit payment within 48 hours of you being paid. This way dispatchers can also be paid commission for finding and booking the load. **Our percentage is owed for anything we have booked for you even if you stop using our services.**

You may mail us a check to: **Skidmore Express**  
**785 Johnson Lake Road**  
**Adairsville, GA 30103**

On the check, please include in the subject pickup and drop states for the loads included in payment (i.e. Houston, TX-Dallas, TX, GA-FL, and OH-KS). It is ok to include the amounts for each load as well but not required.

If you do not pay us in 60 days from the date you were paid, then we will be forced to turn you into collections.

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**LIMITED POWER OF ATTORNEY**

**BE IT KNOWN**, that \_\_\_\_\_ with MC# \_\_\_\_\_ and DOT# \_\_\_\_\_ has made and appointed, and by these presents does make and appoint Skidmore Express LLC true and lawful attorney for \_\_\_\_\_, place and stead, for the following specific and limited purposes only:

**To contract loads and to perform all acts and things necessary to contract loads.**

giving and granting said attorney, full power and authority to do and perform all and every act and thing whatsoever necessary to be done in and about the specific and limited premises (set out herein) as fully, to all intents and purposes, as might or could be done if personally present, with full power of substitution and revocation, hereby ratifying and confirming all that said attorney shall lawfully do or cause to be done by virtue hereof.

This power of attorney is to remain in full force until revoked by me in writing and received in mail or email by Skidmore Express LLC to the company mailing address or the company email address.

Company Name: \_\_\_\_\_

Company Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ (must be filled out)

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Initial \_\_\_\_\_

# **PLEASE FILL OUT ONLY 1 OF THE FOLLOWING 3 PAGES FOR TYPE OF PAYMENT.**

**The following pages are to allow the factoring company to separate the percentage. If you are not set up with the factoring company, you will still need to call and set up with them. Tell them Skidmore Express referred you. If you are using a factoring company that will work with us on percentage separation but is not listed in our preferred, at the bottom of this packet is a blank form to be filled out by them.**

\_\_\_\_\_  
 Your company name here

\_\_\_\_\_  
 Your address here

\_\_\_\_\_  
 City, State Zipcode

I, \_\_\_\_\_, owner of \_\_\_\_\_, so hereby grant permission for OTR Capital, LLC to pay Skidmore Express LLC our agreed upon dispatching fee of \_\_\_\_\_%  
enter% here  
 for all loads factored through them. We also agree to indemnify and hold harmless OTR Capital, LLC against any legal actions for this consideration.

This contract is to remain in force until rescinded in writing by:

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Owner Printed Name

Signed this \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
 Your Company Name

**OTR Capital, LLC**  
**Roswell, GA/Denver, CO**  
**P: 303-455-0124**  
**F: 303-455-0126**  
**email: justin.klieber@otrcapital.com**

Initial \_\_\_\_\_

\_\_\_\_\_  
 Your company name here

\_\_\_\_\_  
 Your address here

\_\_\_\_\_  
 City, State Zipcode

I, \_\_\_\_\_, owner of \_\_\_\_\_, so hereby grant permission for Transfac Capital to pay Skidmore Express LLC our agreed upon dispatching fee of \_\_\_\_\_%  
enter% here  
 for all loads factored through them. We also agree to indemnify and hold harmless Transfac Capital against any legal actions for this consideration.

This contract is to remain in force until rescinded in writing by:

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Owner Printed Name

Signed this \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
 Your Company Name

**Transfac Capital**  
**257 East 200 South, Ste 350**  
**Salt Lake City, UT 84111**  
**P: 888-222-2840**  
**sousley@transfaccapital.com**

Initial \_\_\_\_\_

\_\_\_\_\_  
 Your company name here

\_\_\_\_\_  
 Your address here

\_\_\_\_\_  
 City, State Zipcode

I, \_\_\_\_\_, owner of \_\_\_\_\_, so hereby grant permission for  
 Porter Billing Services to pay Skidmore Express LLC our agreed upon dispatching fee of \_\_\_\_\_%  
enter% here  
 for all loads factored through them. We also agree to indemnify and hold harmless Porter Billing Services  
 against any legal actions for this consideration.

This contract is to remain in force until rescinded in writing by:

\_\_\_\_\_  
 Owner Signature

\_\_\_\_\_  
 Owner Printed Name

Signed this \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
 Your Company Name

**Porter Billing Services**  
**PO Box 398**  
**Birmingham, AL 35201**  
**P: 205-397-1900**  
**F: 805-332-8632**  
**email: bfontenot@porterbilling.com**

Initial \_\_\_\_\_

\_\_\_\_\_  
Your company name here  
\_\_\_\_\_  
Your address here  
\_\_\_\_\_  
City, State Zipcode

I, \_\_\_\_\_, owner of \_\_\_\_\_, so hereby grant permission for  
Owner Name Carrier Name

\_\_\_\_\_ to pay Skidmore Express LLC our agreed upon dispatching fee of \_\_\_\_\_%  
Factoring Company

for all loads factored through them. We also agree to indemnify and hold harmless \_\_\_\_\_,  
Factoring Company  
against any legal actions for this consideration.

This contract is to remain in force until rescinded in writing by:

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Owner Printed Name

Signed this \_\_\_\_ day of \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Your Company Name

\_\_\_\_\_  
**Factoring Company**  
\_\_\_\_\_  
**Address**  
\_\_\_\_\_  
**Phone**  
\_\_\_\_\_  
**Fax**  
\_\_\_\_\_  
**Email**

Initial \_\_\_\_\_