



TRANSFLO Express® Trip Sheet

LMTS
2925 Huntleigh Drive, Suite 104
Raleigh, NC 27604

Scan all related trip Documents at
any TRANSFLO Express™ Truckstop
or through TRANSFLO \$Velocity
as soon as practical.

Carrier Payment Remittance Address:

Carrier: _____

Memo: _____

Load Number: _____

Instructions

- A. Go to a TRANSFLO Express® Truck Stop Scan location. All Pilot or Loves locations have the truck stop scanning capability. You can find a list of scan locations at www.transfloexpress.com.
 - **One cover sheet per load and one load per scan** which should be done as soon as practical after the trip is completed.
 - Proceed to the fuel desk and hand your documents to the cashier. You won't need any cash. Put this tripsheet on top, and make sure documents are all facing the same direction, tops are lined up correctly and all staples and paperclips are removed. **Include a freight invoice with your current remittance address.**
 - Upon completion of the scan process, the cashier will return your original documents, AND a confirmation receipt. Review the confirmation receipt to ensure that the page count is correct.
 - Keep your original documents until you are paid for the load.
- B. Scan the documents from your cab or from the office with TRANSFLO \$Velocity.
 - One load per scan which should be done as soon as practical after the trip is completed.
 - Keep your original documents until you are paid for the load.

You may view the images from the TRANSFLO Express® Confirmation Viewer by logging on to www.transfloexpress.com and clicking the "View Documents" link in the top right corner. Once there, simply type the confirmation number in the 4 boxes as it appears on your receipt. You can view, save or print the images from this website.

