



# Guide to RS Central – LTL Freight

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[www.rscentral.org](http://www.rscentral.org)

2/3/2014

A step by step guide to obtaining and booking an LTL quote through RS Central

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## Logging on to RS Central Website:

Go to [www.rscentral.org](http://www.rscentral.org) and Login on the right side of the page.

**YOUR POSTAL & SHIPPING STORE RESOURCE**

REGISTERLOGIN

Enter in your username and password to login.

### WELCOME TO THE RS COMMUNITY

**MEMBER LOGIN**

Username:

Password:

Login

☐ Keep me logged in

[Forgot Password >>](#)

**BECOME A MEMBER**

Not an RS Associates Member? Joining is fast, easy and the smart choice for your business. Take a few minutes to complete our online registration form and you'll have access to our complete library of products, services and resources in no time.

Register Now

## Getting an LTL rate quote:

Hover over PROGRAMS on the top menu

**ASSOCIATES**

ABOUT RSA

MEMBERSHIP


PROGRAMS

SUPPLIERS

COMMUNITY


EVENTS

SUPPORT




**RS STORE WEBSITES**

Store websites that are economical but full featured.




**RS ACADEMY TRAINING**

Professional with Certification training from the experts.




**RS STORE LOCATOR**

Add your store to the largest online shipping store locator.




**RS FREIGHT & CARGO**

Highly discounted Freight, Cargo shipping made.




**RS DIRECT MAIL & PRINT**

Professionally designed postcards to promote you.




**RS NOTARY NETWORK**

Get your store listed today and expand your online exposure.




**RS SUPPLIER PROGRAM**

Whatever you need to run a successful shipping store.



**RS PACKAGE INSURANCE**





Insure your packages, drop-offs. AVOID your profit.



**RS CLASSIFIEDS**

Buy, sell & trade with other store owners online.

**AUTHORIZED SHIPPER PROGRAMS**



➤ DHL Authorized Shipping Center

➤ FedEx Authorized Ship Centers

➤ UPS Authorized Shipping Outlet

➤ USPS Approved Shipper Program

**RS PARTNER PROGRAMS**

➤ Office Depot Discounts

➤ Mutual Of Omaha Insurance

cs@aeslogistics.com

2

877-890-2295

Click on **RS FREIGHT & CARGO**

On the RS Freight & Cargo page, click

Get A Quote

and it will open the quote information

page that looks something like this:

The screenshot shows the RS Freight & Cargo Online Quoting & Booking System interface. The header includes the RS Freight logo and the text "ONLINE QUOTING & BOOKING SYSTEM" with a "Toll-free 800-800-2014" link. Below the header, there are navigation tabs: "LTL", "Refrigerated LTL", "Air Freight", "Ocean", "Intermodal", and "Tracking". The "LTL" tab is selected. The main form area contains fields for "Pickup Date" (01/30/2014), "Origin Zip/Postal Code", "City/State", "Destination Zip/Postal Code", and "City/State". There are "ZIP/Postal Code Lookup" buttons. A red banner states: "Need it There Faster? Enter dimensions for your shipment to receive a time-critical, guaranteed rate quote with your standard LTL." Below this, there are checkboxes for "Ship by Selecting from Commodity Lookup" and "Ship by entering Freight Class and NMFC Number". A "Questions? Download our 'How To' Guide Here" link is also present. The "Item Information" section has a table for "Enter Total Gross Weight per line and Individual Piece Dimensions" with columns for "Weight", "Pieces", "Units", "Length", "Width", "Height", "Cubic Ft", "Type", and "Commodity". The "Additional Services" section lists various services with checkboxes for "Pickup" and "Del": Residential, Construction - Non Commercial, Tradeshow - Exhibition Center, Tailgate - No Dock, Appointment - Notification, and Inside Delivery. A red note at the bottom states: "Carriers have starting charging up to \$150 for shipments not ready when dispatched, please be sure your order is ready. Before shipping on your chosen carrier, check carrier rules and list on their website as GCM rates may not apply."

Start by entering the pickup date by selecting it on the popup calendar

Pickup Date

The screenshot shows a popup calendar for the pickup date. The date "01/30/2014" is entered in the input field, with a red arrow pointing to it. The calendar has a "Clear" button and a "Close" button. It shows the month of "January" for the year "2014". The days of the week are listed as "Su", "Mo", "Tu", "We", "Th", "Fr", and "Sa". The dates are displayed in a grid, with the 30th of January highlighted.

## Entering origin and destination Zip/Postal code

If the origin and destination zip/postal codes are known, enter then and make sure the city/state field is populated

Origin Zip/Postal Code   City/State

Destination Zip/Postal Code   City/State

## ZIP/Postal code lookup

If the origin and destination zip/postal codes are not know, use the

A window will pop up that looks like this:

ZIP/Postal Code Lookup
Close

Country  State  City

Enter in the Country, State and City then press GO.

It will populate a list of that city and its ZIP/Postal codes. Select the correct one and it will fill it into the information page

ZIP/Postal Code Lookup
Close

Country  State  City

|         |       |
|---------|-------|
| SEATTLE | 98155 |
| SEATTLE | 98158 |
| SEATTLE | 98160 |
| SEATTLE | 98161 |
| SEATTLE | 98164 |
| SEATTLE | 98165 |
| SEATTLE | 98166 |
| SEATTLE | 98168 |
| SEATTLE | 98170 |

## Commodity / Product Information

There are two ways to enter in the type of commodity or product you are shipping and its information:

Option 1: Utilize the Commodity Lookup

Option 2: Enter the freight class and NMFC number

## Option 1: Commodity Lookup

Make sure the ☒ **Ship by Selecting from Commodity Lookup** box is checked.

Start typing in the commodity in the box and it will auto-populate in the dropdown menu.

☒ **Ship by Selecting from Commodity Lookup**

☐ **Ship by entering Freight Class and NMFC Number**

**Item Information** \*Enter Total Gross Weight per line and Individual Piece Dimensions

Decorations/Novelties  
 Decoys, Bird  
 Decoys, Bird, Mechanical with or without Batteries

Select the type of commodity from the drop down menu.

## Entering item information:

Complete the following table:

First, select the units for weight and dimension

**Item Information** \*Enter Total Gross Weight per line and Individual Piece Dimensions

lbs  Inches

| Weight               | Pieces               | Units                | Length               | Width                | Height               | Cubic Ft             | Type   | Commodity            |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|--------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | PIECES | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | PIECES | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | PIECES | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | PIECES | <input type="text"/> |

**Total:** Cubic Feet: Meters: Density lb/cubic ft: kg/cubic m:

Enter the weight, pieces, units and dimensions or cubic feet into the appropriate boxes.

\* Pieces are the number of pieces total or on a unit.

\*Units are things such as pallets, skids, crates, etc.

Either pieces or units can be entered, both are not required.

**Item Information** \*Enter Total Gross Weight per line and Individual Piece Dimensions

lbs  Inches

| Weight | Pieces | Units | Length | Width | Height | Cubic Ft | Type   | Commodity            |
|--------|--------|-------|--------|-------|--------|----------|--------|----------------------|
| 20     | 1      |       | 12     | 12    | 12     |          | PIECES | <input type="text"/> |

*Optional:* Select the type of pieces from the drop down menu

Then select the commodity from the drop down menu

Item Information

\*Enter Total Gross Weight per line and Individual Piece Dimensions

lbs

Inches

| Weight | Pieces | Units | Length | Width | Height | Cubic Ft | Type   | Commodity |
|--------|--------|-------|--------|-------|--------|----------|--------|-----------|
| 20     | 1      |       | 12     | 12    | 12     |          | PIECES |           |
|        |        |       |        |       |        | or       |        |           |
|        |        |       |        |       |        |          |        |           |
|        |        |       |        |       |        |          |        |           |

Total: Cubic Feet: 1.00 Meters: 0.03 Density lb/cubic ft: 20.00 kg/cu

Get Rate

PIECES

BAG

BOTTLE

BOX

BUNDLES

CARBOYS

CARTONS

CASES

COIL

CONTAINER

CRATES

CYLINDER

DRUMS

EA

GAYLORD

OTHER

PAIL

PALLET

POLES

QUADS

RACKS

REELS

ROLLS

SLIPSHEET

TOTES

New

Used

Note that the system will provide the total cubic feet, cubic meters, and density in lb. /cubic ft. and kg/cubic m.

Item Information

\*Enter Total Gross Weight per line and Individual Piece Dimensions

lbs

Inches

| Weight | Pieces | Units | Length | Width | Height | Cubic Ft | Type | Commodity |
|--------|--------|-------|--------|-------|--------|----------|------|-----------|
| 20     | 1      |       | 12     | 12    | 12     |          | BOX  | New       |
|        |        |       |        |       |        | or       |      |           |
|        |        |       |        |       |        |          |      |           |
|        |        |       |        |       |        |          |      |           |

Total: Cubic Feet: 1.00 Meters: 0.03 Density lb/cubic ft: 20.00 kg/cubic m: 317.83

Get Rate

Reset

BOX

PIECES

PIECES

PIECES

New

## Household Goods:

If the product is a household good (including non-transferable personal effects), lookup “household” in the Commodity lookup and select the appropriate household good. \*Personal effects is considered “Used Household Goods, Value \$.10/lb”

☒ Ship by Selecting from Commodity Lookup  Selected Commodity: Used Household Goods, Value \$.10/lb

☐ Ship by entering Freight Class and NMFC Number

Loss Weight

household

Cookers, Steamers, Household in Boxes

Food Slices, Household

Stoves or Ranges Household Type

Toasters, Household in Boxes

Used Household Goods, Value \$.10/lb

Then enter in the information for the item: weight, pieces, units, length, width, height (or cubic feet or cubic meters) and optional type of piece. Then in the commodity type you will have to click household.

**Item Information** \*Enter Total Gross Weight per line and Individual Piece Dimensions

lbs Inches

| Weight | Pieces | Units | Length | Width | Height | Cubic Ft | Type   | Commodity |
|--------|--------|-------|--------|-------|--------|----------|--------|-----------|
| 50     | 1      |       | 12     | 12    | 12     |          | BOX    |           |
|        |        |       |        |       |        | or       | PIECES | Household |

## Option 2: Enter freight class and NMFC number

If the freight class and NMFC number are known click the ☒ Ship by entering Freight Class and NMFC Number

It will change the item information box to look like this:

**Item Information** \*Enter Total Gross Weight per line and Individual Piece Dimensions

lbs Inches

| Class | Weight | Pieces | Units | Length | Width | Height | Type   | Commodity | Haz                      |
|-------|--------|--------|-------|--------|-------|--------|--------|-----------|--------------------------|
|       |        |        |       |        |       |        | PIECES |           | <input type="checkbox"/> |
|       |        |        |       |        |       |        | PIECES |           | <input type="checkbox"/> |
|       |        |        |       |        |       |        | PIECES |           | <input type="checkbox"/> |
|       |        |        |       |        |       |        | PIECES |           | <input type="checkbox"/> |

Total: Cubic Feet: Meters: Density lb/cubic ft: kg/cubic m:

Get Rate Reset



## Entering item information

Select the units for weight and dimensions:

Item Information

\*Enter Total Gross Weight per line and Individual Piece Dimensions

lbs

Inches

Enter the class, weight, pieces and/or unites, length, width, height, optional piece type and commodity.

Item Information

\*Enter Total Gross Weight per line and Individual Piece Dimensions

lbs

Inches

| Class | Weight | Pieces | Units | Length | Width | Height | Type   | Commodity | Haz                      |
|-------|--------|--------|-------|--------|-------|--------|--------|-----------|--------------------------|
| 100   | 1250   | 34     | 2     | 40     | 48    | 60     | PIECES | New       | <input type="checkbox"/> |
|       |        |        |       |        |       |        | PIECES |           | <input type="checkbox"/> |
|       |        |        |       |        |       |        | PIECES |           | <input type="checkbox"/> |
|       |        |        |       |        |       |        | PIECES |           | <input type="checkbox"/> |

Total: Cubic Feet: 133.33 Meters: 3.78 Density lb/cubic ft: 9.38 kg/cubic m: 148.98

If the shipment includes hazardous materials, click the Haz box.

| Commodity | Haz                                 |
|-----------|-------------------------------------|
| New       | <input checked="" type="checkbox"/> |
|           | <input type="checkbox"/>            |
|           | <input type="checkbox"/>            |
|           | <input type="checkbox"/>            |

### Questions on Commodity?

\*If the freight class and NMFC number are unknown and the commodity cannot be found in the drop down menu, please contact AES Logistics by phone at 877-890-2295 or by email at [cs@aeslogistics.com](mailto:cs@aeslogistics.com)\*

## Additional Services

If the shipment requires additional services click the box for the service required and if it is required at pickup or at delivery.

| Additional Services  |                          |                                     |
|--|--------------------------|-------------------------------------|
|  | Pickup                   | Del                                 |
| Residential ?  | <input type="checkbox"/> | <input type="checkbox"/>            |
| Construction - Non Commercial ?  | <input type="checkbox"/> | <input type="checkbox"/>            |
| Tradeshow - Exhibition Center ?  | <input type="checkbox"/> | <input type="checkbox"/>            |
| Tailgate - No Dock ?   | <input type="checkbox"/> | <input type="checkbox"/>            |
| Appointment - Notification ?   | <input type="checkbox"/> | <input type="checkbox"/>            |
| Inside Delivery ?  |                          | <input checked="" type="checkbox"/> |
| Carriers have starting charging up to \$150 for shipments not ready when dispatched, please be sure your order is ready. |                          |                                     |
| Before shipping on your chosen carrier, check carrier rules tariff listed on their website as GCM rates may not apply    |                          |                                     |

If you are unsure if an additional service is needed, hover over the question mark and a box will popup explaining the additional service and when it is utilized.

|  |                          |                          |
|--|--------------------------|--------------------------|
| Appointment - When carrier is required by notation on bill of lading to give telephone or written notice of arrival or to schedule a delivery appointment. When receiver picks up the shipment at the carriers dock in lieu of carrier delivering to a destination address, Will Call fee applies. |                          |                          |
| Appointment - Notification ?   | <input type="checkbox"/> | <input type="checkbox"/> |
| Inside Delivery ?  |                          | <input type="checkbox"/> |
| Carriers have starting charging up to \$150 for shipments not ready when dispatched, please be sure your order is ready.   |                          |                          |
| Before shipping on your chosen carrier, check carrier rules tariff listed on their website as GCM rates may not apply  |                          |                          |

A list of the additional services and explanations is also found below:

**Residential** - Pickups or Delivery includes these locations: apartment, private residence, and businesses based in a home.

**Construction -Non Commercial-** Examples of Non-Commercial (Not a complete list, use as a guideline)

- Commercial establishments not open to the walk in public during normal business hours.
- Construction sites (see note 1)

- c. Fairs, Carnivals, Chautauqua's
- d. Military Bases / Installations
- e. Mine Sites (see note 2)
- f. Prisons
- g. Schools
- h. Churches
- i. Mini Storage Facilities
- j. Navy Pier
- k. O'Hare Expo Center
- l. O'Hare International Airport, LAX Airport
- m. Non-Standard Equipment (see note 3)
- n. Sites with extensive security processes Freight charges must be prepaid on all shipments consigned to Limited Access Locations.

Note 1 - The term 'Construction Site' shall be defined as the site of any construction of buildings, roads or bridges or other structures including the entire property upon which the construction is taking place, and delivery to any facility (such as warehouses, depots, supply houses or similar facilities) located on such property

Note 2 - The term 'Mine Site' shall be defined as the site of any pit, excavation, shaft or deposit at which coal, ore or minerals is, has been, or will be extracted. Such site or 'mine' shall include the entire property upon which the mine is located, and delivery to any facility (such as mine warehouses, mine deposits, mine supply house, mine tipples or similar receiving facilities) located on such property will be considered as delivery to a mine. On shipments involving stop offs, charges apply to each portion of the shipment delivered to a mine site.

Note 3 - The term 'Non-Standard Equipment' refers to equipment such as a straight truck. This accessorial applies when the customer requests freight to deliver on a straight truck"

**Tradeshow- Exhibition Center** - Applies when picked up or delivered to a tradeshow location. Also applies at a warehouse where trade show shipments are held either prior to or following a tradeshow (Advanced Warehouse)

**Tailgate- No Dock** -lift gate service, if needed, to load and unload a shipment when loading/unloading docks are not available. Or if it is a residential delivery and the load is over 100lbs (45.36 kg).

**Appointment- Notification** - When carrier is required by notation on bill of lading to give telephone or written notice of arrival or to schedule a delivery appointment. When receiver picks up the shipment at the carriers dock in lieu of carrier delivering to a destination address, Will Call fee applies

**Inside Delivery** -Carrier will move freight from or to positions beyond the immediate adjacent loading or unloading position when requested by the shipper or consignee. Carrier will provide service to floors not adjacent to the loading or unloading position when elevators or escalators are available without cost in addition to the labor to operate if necessary

### Rate options:

Once all the information is entered click

The rate options will pop up and look something like this

[Get Rate](#)

| Pickup and Delivery Information   |                                   |                                    |                                      |                                     |                              |    |           |
|---|-----------------------------------|------------------------------------|--------------------------------------|-------------------------------------|------------------------------|----|-----------|
| Pickup Date: 01/30/2014   |                                   | From Postal Code: 68025<br>FREMONT |                                      | To Postal Code: 98052<br>REDMOND    |                              |    |           |
| Items   |                                   |                                    |                                      |                                     |                              |    |           |
| Weight  | Freight Class                     | Units                              | Pieces                               | L                                   | W                            | H  | Commodity |
| 1250 lbs.   | Class 100                         | 2                                  | 34                                   | 40                                  | 48                           | 60 | HEAV      |
| Questions? Call 877-890-2295 or email <a href="mailto:cs@aeslogistics.com">cs@aeslogistics.com</a> <a href="#">Print</a> <a href="#">Close</a>  |                                   |                                    |                                      |                                     |                              |    |           |
| Insurance   |                                   |                                    |                                      |                                     |                              |    |           |
| Carrier Liability listed below is the maximum liability the carrier will pay for damage/lost goods. To calculate the cost & purchase extra insurance please enter your shipments value here: <input type="text"/> <input type="checkbox"/> Book with insurance  |                                   |                                    |                                      |                                     |                              |    |           |
| Review underwriter's listing of restricted products/destinations <a href="#">here</a>   |                                   |                                    |                                      |                                     |                              |    |           |
| Need it There Faster? Try our Expedited Service. It's Guaranteed!   |                                   |                                    |                                      |                                     |                              |    |           |
|   | Monday<br>2/3/2014<br>2 Bus. Days | Tuesday<br>2/4/2014<br>3 Bus. Days | Wednesday<br>2/5/2014<br>4 Bus. Days | Thursday<br>2/6/2014<br>5 Bus. Days |                              |    |           |
| 10 AM   | \$1,183.05                        | \$1,183.05                         | \$1,183.05                           | \$1,183.05                          |                              |    |           |
| 12 PM   | \$1,109.11                        | \$1,109.11                         | \$1,109.11                           | \$1,109.11                          |                              |    |           |
| 5 PM  | \$1,035.18                        | \$1,035.18                         | \$1,035.18                           | \$1,035.18                          |                              |    |           |
| Expedited Service quotes expire at 1/30/2014 2:20:15 PM (PST). Carrier liability for shipment is \$100.00   |                                   |                                    |                                      |                                     |                              |    |           |
| Need it There Faster to a Time Definite Expedited Service which is guaranteed to deliver on the Date/Day/Time selected or the shipment charges are voided. OCM bill of lading must be used for shipping for rate and service guarantee to apply. What makes this service special is your shipment is monitored 24/7 to insure timely service. Ship with Confidence with OCM's Need it There Faster Service. |                                   |                                    |                                      |                                     |                              |    |           |
| LTL Results   |                                   |                                    |                                      |                                     |                              |    |           |
| Bus. Days   | On-time % between states          | Carrier Liability                  | Carrier                              | Click rate to book Standard Service | Carrier Rules Tariff Link    |    |           |
| 6   | 0% <a href="#">?</a>              | \$12,500.00                        | Roadrunner Transportation Services   | \$434.48                            | <a href="#">Rules Tariff</a> |    |           |
| 4   | 100% <a href="#">?</a>            | \$31,250.00                        | SAIA                                 | \$657.13                            | <a href="#">Rules Tariff</a> |    |           |
| 3   | No Data                           | \$7,500.00                         | R&L Carrier                          | \$669.54                            | <a href="#">Rules Tariff</a> |    |           |
| 6   | 45.5% <a href="#">?</a>           | \$7,400.00                         | Estes Express                        | \$684.34                            | <a href="#">Rules Tariff</a> |    |           |
| 5   | No Data                           | \$12,500.00                        | YRC Freight                          | \$757.16                            | <a href="#">Rules Tariff</a> |    |           |
| 4   | No Data                           | \$3,125.00                         | Old Dominion Freight Line            | \$908.89                            | <a href="#">Rules Tariff</a> |    |           |
| 6   | No Data                           | \$1,250.00                         | Central Transport Pallet             | \$1,074.73                          | <a href="#">Rules Tariff</a> |    |           |

It shows a summary of your shipment at the top:

| Pickup and Delivery Information |                      |                                    |               |          |                                  |          |                  |
|---------------------------------|----------------------|------------------------------------|---------------|----------|----------------------------------|----------|------------------|
| Pickup Date: 01/30/2014         |                      | From Postal Code: 68025<br>FREMONT |               |          | To Postal Code: 98052<br>REDMOND |          |                  |
| Items                           |                      |                                    |               |          |                                  |          |                  |
| <u>Weight</u>                   | <u>Freight Class</u> | <u>Units</u>                       | <u>Pieces</u> | <u>L</u> | <u>W</u>                         | <u>H</u> | <u>Commodity</u> |
| 1250 lbs.                       | Class 100            | 2                                  | 34            | 40       | 48                               | 60       | NEW              |

## Insurance:

If you wish to book the shipment with insurance, enter the amount in the box and click the box for book with insurance. It will provide you with the cost of the insurance and add that to your rate.

| Insurance   |
|---|
| <p>Carrier Liability listed below is the maximum liability the carrier will pay for damage/lost goods. To calculate the cost &amp; purchase extra insurance please enter your shipments value here: <input type="text" value="1286.50"/> <input checked="" type="checkbox"/> Book with insurance</p> <p>Cost \$35.00</p> <p>Review underwriter's listing of restricted products/destinations <a href="#">here</a></p> |

## Value of the Shipment

To calculate the value of the shipment, you may add the price of your shipment, the freight charges and 10% to get the total value. Or use the equation:

(price of shipment + freight charges) x 1.10

Ex: if a shipment is worth \$500 and the freight charges are \$669.54, the value would be

$(\$500 + \$669.54) \times 1.10 = \$1169.54 \times 1.10 = \$1286.50$

## Cost of Insurance

Insurance is charged at \$0.50 per \$100 with a \$35 minimum for new or used general merchandise and a \$65 minimum for household goods.

To figure out the cost: divide the total value by 100 and mulitpy by 0.5.

Example: total value = \$1286.50

$(\$1286.50 / \$100) \times 0.5 = 12.87 \times 0.5 = 6.43$

Since it does not reach the minimum \$35, the charge for insurance would be \$35.

\*To go above minimum payment for new or used general merchandise, shipment would have to be worth more than \$7000

\*to go above the minimum payment for household goods, the shipment would have to be worth more than \$13,000

## Deductible

For household goods, the deductible is \$300.

For everything else, the deductible is \$500.

## Specially Quoted Insurance

There are certain items that need a quote for insurance. These include:

- Antiques
- Artwork (includes paintings, sculptures, anything boughten from a gallery)
- Collectibles (ex: authentic baseball cards)
- Extremely fragile items

*\*Machinery does not require a special quote but it must be crated.If it is palletized, the carrier may cover up to 25%*

To obtain a special insurance quote, email [cs@aeslogistics.com](mailto:cs@aeslogistics.com) or call customer service at 877-890-2295

## Additional Paperwork

After booking the shipment with insurance, keep an eye out for an email from someone with the AES customer service team. They will either request additional documents, for you to fill our additional forms or send you the insurance certificate. Also they may ask who the insured party is; that is who will get the insurance check and who the carrier would be in contact with in case of a claim.

When booking insurance for **household goods**, there is additional paper that must be filled out in order to book the shipment. Once you book the shipment, someone from the AES customer service team will email you the Owner Packaged acknowledgement, Professionally Packaged acknowledgment and the Valued Inventory form for you to fill out and return to them.



## Packaging Acknowledgement:

One of the packaging acknowledgement forms will need to be signed and returned. It explains any exclusions to coverage based on packaging as well as the conditions of coverage.

If the shipment was **professionally packaged** you will need to sign the professionally packaged form that looks like this:



Marsh Canada Limited  
70 University Avenue, Suite 800  
Toronto, Ontario M5J 2M4



### Inland Transit Insurance Coverage Highlights

#### Personal Effects – Prof Packed Incl. Autos – All Risks - S.T. \$300 Deductible

| INLAND TRANSIT ALL RISKS   |   |
|--|---|
| The following is only an outline of the provisions of the Inland Transit All Risks cover. Please take the time to review all of the terms and conditions of the Certificate of Insurance, which will be provided prior to shipment.  |   |
| RISKS COVERED  |   |
| This insurance covers All Risks of loss of or damage to the subject matter insured except as provided below.   |   |
| EXCLUSIONS   |   |
| In no case shall this insurance cover:   |   |
| <ul style="list-style-type: none"> <li>Loss, damage or expense attributable to the willful misconduct of the insured</li> <li>Ordinary wear and tear of the subject matter insured</li> <li>Loss, damage or expense attributable to inherent vice or nature of the subject matter insured</li> <li>Loss, damage or expense proximately caused by delay</li> </ul>  |   |
| DURATION   |   |
| This insurance attaches from the time the goods leave the residence at the location named for the commencement of transit, continues through the ordinary course of transit and terminates either at the residence at the final destination named in the policy or upon delivery to an intermediate location for storage outside the ordinary course of transit or as otherwise indicated on the certificate of insurance.   |   |
| CONDITIONS   |   |
| This insurance may be subject to some or all of the following conditions or warranties:  |   |
| <ul style="list-style-type: none"> <li>\$300 Deductible</li> <li>Professional packing</li> <li>Completed itemized valued inventory, signed and returned prior to departure</li> <li>Insurance coverage highlights form signed and returned</li> </ul>  |   |
| CLAIMS   |   |
| 1. It is required that when you receive goods from the carrier in a damaged condition, NOTICE OF CLAIM be filed with the carrier in writing at the time of accepting the goods. If the damage is not apparent on delivery, then within three days. This notice of claim may be (a) in the form of endorsement on the delivery receipt or (b) by letter   | 2. Immediately notify the agent named on the certificate of insurance, and e-mail: claim.cargocover@cna.com |
| Delay in notification of loss may prejudice your ability to recover under this policy. I understand and agree to the terms of this insurance.  |   |
| This Form is not a binding contract evidencing insurance. A certificate of insurance must be in place for coverage to take effect. A copy of the insurance certificate issued under the CargoCover policy #110550, issued through Continental Casualty Company is the only contract under which a claim may be made. A copy of the certificate must be provided by your Freight Forwarder or Marsh Broker arranging coverage. If you do not receive a copy of the certificate prior to the shipment departure date, please contact Marsh Canada Limited at 877-755-4934 for North American clients and 416-349-4769 for International clients. |   |
| SIGNATURE  |   |
| BY SIGNING THIS FORM IT WILL ACKNOWLEDGE THAT THIS IS THE INSURANCE COVERAGE YOU HAVE REQUESTED AND MARSH CANADA WILL ARRANGE ON YOUR BEHALF.  |   |
| Name (please print)  | Title   |
| Signature  | Date (mon/dd/yyyy)  |

Cargocover.com is a registered trademark of Marsh Inc.

If the shipment was packaged by you, you will need to sign and return the **owner packaged** form that looks like this:



Marsh Canada Limited  
70 University Avenue, Suite 800  
Toronto, Ontario M5J 2M4



## Inland Transit Insurance Coverage Highlights

### Personal Effects Owner Packed - All Risks – S.T. \$300 Deductible

| INLAND TRANSIT – ALL RISKS   |   |
|--|---|
| The following is only an outline of the provisions of the Inland Transit All Risks cover. Please take the time to review all of the terms and conditions of the Certificate of Insurance, which will be provided prior to shipment.  |   |
| RISKS COVERED  |   |
| This insurance covers All Risks of loss of or damage to the subject matter insured except as provided below.   |   |
| EXCLUSIONS   |   |
| In no case shall this insurance cover:   |   |
| <ul style="list-style-type: none"> <li>▪ Loss, damage or expense attributable to the willful misconduct of the insured</li> <li>▪ Ordinary wear and tear of the subject matter insured</li> <li>▪ Loss, damage or expense attributable to inherent vice or nature of the subject matter insured</li> <li>▪ Loss, damage or expense proximately caused by delay</li> <li>▪ Scratching, denting, marring, chipping, pilferage and breakage due to owner's packing</li> <li>▪ Rust, oxidation and discoloration</li> </ul>  |   |
| DURATION   |   |
| This insurance attaches from the time the goods leave the residence at the location named for the commencement of transit, continues through the ordinary course of transit and terminates either at the residence at the final destination named in the policy or upon delivery to an intermediate location for storage outside the ordinary course of transit or as otherwise indicated on the certificate of insurance.   |   |
| CONDITIONS   |   |
| This insurance may be subject to the following conditions or warranties:   |   |
| <ul style="list-style-type: none"> <li>▪ \$300 Deductible</li> <li>▪ Completed itemized valued inventory, signed and returned prior to departure</li> <li>▪ Insurance coverage highlights form signed and returned</li> </ul>  |   |
| CLAIMS   |   |
| 1. It is required that when you receive goods from the carrier in a damaged condition, NOTICE OF CLAIM be filed with the carrier in writing at the time of accepting the goods. If the damage is not apparent on delivery, then within three days.<br>This notice of claim may be (a) in the form of endorsement on the delivery receipt or (b) by letter  | 2. Immediately notify the agent named on the certificate of insurance, and e-mail: <a href="mailto:claim.cargocover@cna.com">claim.cargocover@cna.com</a> |
| Delay in notification of loss may prejudice your ability to recover under this policy<br>I understand and agree to the terms of this insurance.  |   |
| This Form is not a binding contract evidencing insurance. A certificate of insurance must be in place for coverage to take effect. A copy of the insurance certificate issued under the CargoCover policy #110550, issued through Continental Casualty Company is the only contract under which a claim may be made. A copy of the certificate must be provided by your Freight Forwarder or Marsh Broker arranging coverage. If you do not receive a copy of the certificate prior to the shipment departure date, please contact Marsh Canada Limited at 877-755-4934 for North American clients and 416-349-4769 for International clients. |   |
| SIGNATURE  |   |
| BY SIGNING THIS FORM IT WILL ACKNOWLEDGE THAT THIS IS THE INSURANCE COVERAGE YOU HAVE REQUESTED AND MARSH CANADA WILL ARRANGE ON YOUR BEHALF.  |   |
| Name (please print)  | Title   |
| Signature  | Date (mon/dd/yyyy)  |

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## Inventory record:

You will also need to fill out the Personal Effect Inventory Record. It is a five page document that explains what actually is in the shipment. It is broken down by general household rooms. Fill it out putting the value of each item in the shipment, then the total value and sign it. Here is an example of one of the pages in the document.

|                              |    |                         |       |                              |       |
|------------------------------|----|-------------------------|-------|------------------------------|-------|
| Stereo/Radio                 | \$ |                         | \$    | Lawn Mowers                  | \$    |
| CD's/DVD's/Cassettes/Records | \$ |                         | \$    | Freezer                      | \$    |
| Tables                       | \$ | TOTAL                   | \$    | TOTAL                        | \$    |
|                              |    | Hobby, Sports Equipment | Value | Miscellaneous Items (Detail) | Value |
| Hide-a-bed                   | \$ | Hobby Material          | \$    |                              | \$    |
| Aquarium                     | \$ | Golf Clubs              | \$    |                              | \$    |
| Fireplace Fixtures           | \$ | Boat & Motors           | \$    |                              | \$    |
| Toys                         | \$ | Photographic Equipment  | \$    |                              | \$    |
| Liquor Cabinet               | \$ | Hunting Equipment       | \$    |                              | \$    |
|                              |    | Fishing Equipment       | \$    |                              | \$    |
|                              |    | Power/Hand Tools        | \$    |                              | \$    |
|                              |    | Bicycles                | \$    |                              | \$    |
|                              |    | Collections             | \$    |                              | \$    |
| TOTAL                        | \$ | TOTAL                   | \$    | TOTAL                        | \$    |

| Kitchen               | Value | Summary                         | Value |
|-----------------------|-------|---------------------------------|-------|
| Dishwasher            | \$    | Living Room                     | \$    |
| Table & Chairs        | \$    | Dining Room                     | \$    |
| Microwave Oven        | \$    | Clothing & Effects              | \$    |
| Refrigerator          | \$    | Bedroom No.1                    | \$    |
| Stove/Cookers         | \$    | Bedroom No.2                    | \$    |
| Cutlery/Utensils      | \$    | Bedroom No.3                    | \$    |
| Dishes                | \$    | Bedroom No.4                    | \$    |
| Pots & Pans           | \$    | Kitchen                         | \$    |
| Electrical Appliances | \$    | Den & Family Room               | \$    |
| Clocks                | \$    | Bathrooms                       | \$    |
| Curtains              | \$    | Basement, Garage, etc...        | \$    |
|                       |       | Hobby, Sports Equipment         | \$    |
|                       |       | Miscellaneous Items             | \$    |
|                       |       | Appraised Items (attach list)*  | \$    |
|                       |       | *All antiques must be appraised | \$    |
| TOTAL                 | \$    | TOTAL ALL ROOMS                 | \$    |

This Valued Inventory is not a binding contract evidencing insurance. A certificate of insurance must be in place for coverage to take effect. A copy of the insurance certificate issued under the CargoCover policy #110550, issued through Continental Casualty Company is the only contract under which a claim may be made. A copy of the certificate must be provided by your Freight Forwarder or the Marsh Broker arranging coverage. If you do not receive a copy of the certificate prior to the shipment departure date, please contact Marsh Canada Limited at 877-755-4934 for North American clients and 416-349-4769 for International clients.

Privacy Consent - Canada's Personal Information Protection and Electronic Documents Act (PIPEDA) and similar provincial laws, are intended to protect the confidentiality of an individual's Personal Information. We rely on the employer to obtain the consent of the employee for the collection, use or disclosure of personal information necessary for us to properly manage the client's insurance programs. Such information may be used to make decisions about insurance applications and to assess eligibility for, process and maintain insurance coverage, related products and services; analyze, assess and underwrite risks on a prudent basis; respond to the client's inquiries about applications, accounts and other services; investigate and pay claims; and detect and prevent fraud, suspicious claims or other illegal activities. As part of the application for new or renewal insurance coverage(s), the Client hereby authorizes and expressly consents to Marsh collecting, using or disclosing the client's Personal Information as required for those purposes and as permitted pursuant to relevant privacy laws and providing such Personal Information to third parties as required, including insurance companies, intermediaries, reinsurers, other brokers, claims adjusters and other third parties involved in providing insurance services. Where there are insured individuals in addition to the Client, or where the Client is a commercial or other entity, the Client hereby covenants and warrants that the Client has obtained the appropriate consent from all of the insured individuals to disclose their Personal Information to Marsh for these purposes and for Marsh to use and disclose it for these purposes. Marsh's Privacy Policy is available at [www.marsh.ca](http://www.marsh.ca). By signing this form you are consenting to the statements above.

| SIGNATURE           |                     |
|---------------------|---------------------|
| Insured's Signature | Date (mon/dd/yyyy): |

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## Household Goods Insurance Policy:



Marsh Canada Limited  
70 University Avenue, Suite 800  
Toronto, Ontario M5J 2M4



### Personal Effects Procedures for Freight Forwarder/Mover

#### INSURED VALUE/VALUED INVENTORY FORM

Insurance Coverage for Personal Effects and Household Goods should be valued at replacement cost at destination and must be supported by an Itemized, Valued Inventory. The Itemized, Valued inventory is necessary to ensure, in the event of a claim, the appropriate amount can be paid in settlement. For complete coverage, it is essential that the values listed are the full current replacement costs at destination.

If the Personal Effects are not insured to full replacement value, the Insured is only entitled to recover from Underwriters that proportion of the loss that the declared value bears to the total value of the property you shipped.

When shipments are insured for less than the actual/replacement value of the goods and a claim arises, any claim settlement would be reduced in the proportion of the under-insurance.

#### EXAMPLES

1. If a sofa is insured for \$1,000 but the new replacement cost at destination is \$2,000, in the event of a claim, you will be deemed to have under-insured by 50% and as a result would only receive 50% of repair or replacement cost to a maximum of \$1,000.
2. The client thinks that damages to their shipment could not exceed \$5,000 and consequently they only request insurance coverage for that amount. However, if their actual shipment value is \$20,000, in the event of a claim, they would only be entitled to 25% settlement of any repair or replacement costs.

A copy of an Itemized, Valued Inventory Form is available on [cargocover.com](http://cargocover.com). Once you have logged into [www.cargocover.com](http://www.cargocover.com), select "Personal Effects Inventory Form" from the left hand side of the screen and either download the form or link to web version of the form.

Also, high valued items, antiques, artwork and collectibles as well as items requiring special handling such as pianos must be declared to the underwriter prior to the shipment as these items require special terms and conditions.

The following exclusions will apply to goods that have been owner packed: Excluding Scratching, Denting, Marring, Chipping; Excluding Rust, Oxidation, Discoloration; Excluding Breakage; Wear & Tear, Excluding Pilferage from inside any one package.

Please note that it is a warranty that an itemized, valued inventory be completed prior to shipment commencing. The Insurance Coverage Highlights form must be signed by your client and returned for your file. Both documents must be kept on file by the insured and forwarder as they are required in the event of a claim.

**YOUR CLIENT MUST BE PROVIDED WITH A COPY OF THE VALUED INVENTORY FORM FOR COMPLETION AND RETURN, ALONG WITH A COPY OF THE INSURANCE COVERAGE HIGHLIGHTS FORM TO BE SIGNED AND RETURNED. UPON RETURN RECEIPT OF THE ABOVE FORMS A COPY OF THE INSURANCE CERTIFICATE MUST BE PROVIDED TO THE INSURED PRIOR TO SHIPMENT.**

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## Filing a Claim

If the shipment is lost or delivered and is damaged, you may file a claim. To file a claim, email [cs@aeslogistics.com](mailto:cs@aeslogistics.com) or call Lindsey with AES Customer Service at 877-890-2295 ext 103. \*It is recommended to do this as soon as possible to maximize claim acceptance and payout. AES Logistics will send you the claim form which you will need to sign and return. The form is shown below.

**\*Do not dispose of damaged freight including all inner and outer packaging\***

# [AES LOGISTICS CLAIM FORM]

Dear Customer:

If you are receiving this it is because you are looking at filing a claim for Damage or Loss from the carrier. Please note that all Carriers require that freight charges be paid in full prior to processing any claims and our invoice is due in full when received. All damaged product and its packaging must be kept and made available to the carrier for inspection or recovery until after the claim is settled.

Item 300120 of the National Motor Freight Classifications states...

Carrier will pay/refuse payment or make a firm compromise offer within 120days of the receipt of claim. Please take the time to fill out the following information and attached appropriate documents to help us file this claim on your behalf.

You can return this by faxing it to 206-214-0352 or emailing it to [CS@aeslogistics.com](mailto:CS@aeslogistics.com) and the appropriate party will advise upon receipt of this claim.

Claim Date: \_\_\_\_\_ Carriers Pro #: \_\_\_\_\_

Claimant Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Shipper: \_\_\_\_\_ Consignee: \_\_\_\_\_

## Detailed Claim Statement Showing How the Claim Amount Is Determined

\_\_\_\_\_

Commodity and Packaging: \_\_\_\_\_

Weight of Damaged or Lost Cargo: \_\_\_\_\_

Number of Damaged or Lost Cargo: \_\_\_\_\_

This Claim is for \$ \_\_\_\_\_

For Damage Claim: Visible at time of delivery OR Concealed Damage (Please Circle One)

Location of Damaged freight: \_\_\_\_\_

## Needed Documents to Submitted Claim

- |  |   |
|--|---|
| <input type="checkbox"/> OBOL                | <input type="checkbox"/> Survey Report              |
| <input type="checkbox"/> POD                 | <input type="checkbox"/> Packing List               |
| <input type="checkbox"/> Commercial Invoice  | <input type="checkbox"/> Repair Invoice or Estimate |
| <input type="checkbox"/> Colored Photographs | <input type="checkbox"/> Other                      |

I have read the information appearing on this form and the foregoing statement of facts is here by certified as correct.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AES Logistics will then forward this onto the insurance company. It takes about seven days for the insurance company to acknowledge the claim and assign an adjuster.

They will then send a request if any other documents or information is needed, such as color pictures of the damaged freight, claim statement (partial claim or full claim and how that was determined), and commercial invoice. The insurance company will not pay a claim if you cannot prove how much you paid for the shipment contents (commercial invoice). AES will copy in the insured party into the email so they can aid the insurance company with any additional documents or information.



It takes approximately 30-45 days, but can take up to 90 days for finalization of the claim, depending on the promptness of providing additional information. The check will then be mailed to the insured party.

## Expedited Service:

If the shipment needs to get to the destination faster than normal LTL transit, expedited service can be chosen. It is broken down by date of arrival and time of arrival.

| Need it There Faster? Try our Expedited Service. It's Guaranteed!   |                                   |                                    |                                      |                                     |
|---|-----------------------------------|------------------------------------|--------------------------------------|-------------------------------------|
|   | Monday<br>2/3/2014<br>2 Bus. Days | Tuesday<br>2/4/2014<br>3 Bus. Days | Wednesday<br>2/5/2014<br>4 Bus. Days | Thursday<br>2/6/2014<br>5 Bus. Days |
| 10 AM   | \$1,183.05                        | \$1,183.05                         | \$1,183.05                           | \$1,183.05                          |
| 12 PM   | \$1,109.11                        | \$1,109.11                         | \$1,109.11                           | \$1,109.11                          |
| 5 PM  | \$1,035.18                        | \$1,035.18                         | \$1,035.18                           | \$1,035.18                          |
| Expedited Service quotes expire at 1/30/2014 2:20:15 PM (PST). Carrier liability for shipment is \$100.00   |                                   |                                    |                                      |                                     |
| Need it There Faster is a Time Definite Expedited Service which is guaranteed to deliver on the Date/Day/Time selected or the shipment charges are voided. GCM bill of lading must be used for shipping for rate and service guarantee to apply. What makes this service special is your shipment is monitored 24/7 to insure timely service. Ship with Confidence with GCM's Need it There Faster Service. |                                   |                                    |                                      |                                     |

Note that the carrier liability is \$100

## LTL Service:

LTL rates are sorted by price (lowest to highest) and will look like this:

| LTL Results |                          |                   |                                    |                                     |                              |
|-------------|--------------------------|-------------------|------------------------------------|-------------------------------------|------------------------------|
| Bus. Days   | On-time % between states | Carrier Liability | Carrier                            | Click rate to book Standard Service | Carrier Rules Tariff Link    |
| 6           | 0% ?                     | \$12,500.00       | Roadrunner Transportation Services | \$434.48                            | <a href="#">Rules Tariff</a> |
| 4           | 100% ?                   | \$31,250.00       | SAIA                               | \$657.13                            | <a href="#">Rules Tariff</a> |
| 3           | No Data                  | \$7,500.00        | R&L Carrier                        | \$669.54                            | <a href="#">Rules Tariff</a> |
| 6           | 45.5% ?                  | \$7,400.00        | Estes Express                      | \$684.34                            | <a href="#">Rules Tariff</a> |
| 5           | No Data                  | \$12,500.00       | YRC Freight                        | \$757.16                            | <a href="#">Rules Tariff</a> |
| 4           | No Data                  | \$3,125.00        | Old Dominion Freight Line          | \$908.89                            | <a href="#">Rules Tariff</a> |
| #1          | #2                       | #3                | #4                                 | #5                                  | #6                           |

Rates and estimated freight charges are provided for informational purposes only and shall not be construed as a tariff. Freight charges shall be assessed based upon the description of cargo, availability of transportation to move the shipment and the rates in effect at the time of shipment. If shipment occupies over 10 lineal feet or 750 cubic feet, LTL rates may not apply to the quote.

**Box #1** shows the transit time

**Box #2** shows the carrier's historical on-time percent between the two states in the shipment

**Box #3** shows the maximum amount the carrier will pay if the shipment is damaged

**Box #4** shows the carriers that would be able to do the delivery

**Box #5** shows the price for the associated carrier

**Box #6** contains the carrier's rules and regulations. You can click to view their documents

## Booking Rate:

Click on the rate that is desired for the shipment. It will open a new window that will look like this:

**RS FREIGHT** **ONLINE QUOTING & BOOKING SYSTEM**  
Today is 01/28/2014

Service for moving your company's shipment will be billed to your credit card immediately after submitting the shipment for booking. Any additional services requested or weight increases or transportation mode requested but not charged will be added to the rate above as listed on carrier selected additional services tariff. Additional Services performed by the carrier will automatically be charged to the above credit card with proof of service rendered. This confirmation is being executed pursuant to the AES Logistics / AES Worldwide terms and condition listed on [www.Global Cargo Manager](http://www.Global Cargo Manager)

If you elect to cancel the service at any time, a 20% cancellation and processing fee will be assessed. The carrier(s) is subject to all state and federal law and regulations applicable to the transportation of this shipment and is therefore solely liable for the shipment. The shipper realizes that AES Logistics is not the actual carrier and as such the shipper will not refuse AES Logistics payment for any reasons relating to disputes with the carrier. All items will be covered under the carrier's tariff schedule and NMFC product code. The shipper must provide shipping forms generated from this website (BOC) at the point of pickup or a \$50 reprocessing fee may be applied. As the arranger and bill to for this shipment you are agreeing to pay for all of the services as actually provided.

**Billing Information**

First name:   
 Last name:   
 E-mail:   
 Address1:   
 City:   
 State / Region:   
 Zip code:   
 Phone:

**Credit card**

Type:   
 Credit Card No:   
 CVV:   
 Expiration:

Enter in the billing information for the credit card that will be used to pay for the shipment.

**Billing Information**

First name:   
 Last name:   
 E-mail:   
 Address1:   
 City:   
 State / Region:   
 Zip code:   
 Phone:

Then enter the credit card information

**Credit card**

Type:

Credit Card No

CVV

Expiration

## Booking Information:

Click Continue and it will take you to the shipment information page.

**RS FREIGHT** ONLINE QUOTING & BOOKING SYSTEM  
Today is 01/03/2014

The easy way to arrange a shipment. Fill in the details and click "Send Dispatch"; at the bottom. We'll receive your order, process it, and confirm with a Bill of Lading sent by fax or by email as you prefer. It's that simple.

**You Are** ☒ Shipper ☐ Recipient ☐ Third Party

Shipment Date: 02/03/2014

Shipment Ready: 02 00 PM

Close Time: 08 00 PM

Bill of Lading: ☒ Email it ☐ Email and Fax

P.O. Number\*:

Separate Multi Purchase Order Numbers with a comma.

☐ I will contact carrier for pickup

☐ GCM will contact carrier for pickup

**Pick Up Location**

Select Pickup Address:

Name:

Email:

Company:

Address:

City / ST / Zip:

Phone / Fax:

**Destination Location**

Select Destination:

Name:

Email:

Company:

Address:

City / ST / Zip:

Phone / Fax:

For Residential deliveries enter Customer Name in Company field

**Your shipment is being dispatched on Roadrunner Transportation Services for a rate of \$434.48 with a carrier liability of \$12,500.00.**

**Shipment Details**

| Class | Weight | # Pcs | Type   | Haz Mat                  | NMFC | # Pallet | Description |
|-------|--------|-------|--------|--------------------------|------|----------|-------------|
| 100   | 1230   | 34    | PIECES | <input type="checkbox"/> |      |          |             |

**Other Service Options**

|                               | Pickup                   | Delivery                 |
|-------------------------------|--------------------------|--------------------------|
| Residential                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Construction - Non Commercial | <input type="checkbox"/> | <input type="checkbox"/> |
| Tradeshow - Exhibition Center | <input type="checkbox"/> | <input type="checkbox"/> |
| Tailgate - No Dock            | <input type="checkbox"/> | <input type="checkbox"/> |
| Appointment - Notification    | <input type="checkbox"/> | <input type="checkbox"/> |
| Inside Pickup / Delivery      | <input type="checkbox"/> | <input type="checkbox"/> |

**Comments:**

Start by choosing whether you are the Shipper, Recipient or Third Party

**You Are** ☒ Shipper ☐ Recipient ☐ Third Party

If you are the third party, a box will pop up for the Third Party Billing. Enter in your information and click OK.

| Third Party Billing               |   |
|-----------------------------------|---|
| Name                              | <input type="text"/>  |
| Email                             | CS@AESLOGISTICS.COM   |
| Company                           | AES Logistics   |
| Address                           | 140 SW 153rd St   |
|                                   | <input type="text"/>  |
| City / ST / Zip                   | <input type="text" value="Burien"/> <input type="text" value="WA"/> |
|                                   | <input type="text" value="98166-2312"/>                             |
| Phone / Fax                       | <input type="text" value="206-214-0341"/>                           |
|                                   | <input type="text"/>  |
| <input type="button" value="OK"/> |   |

Next, confirm the shipment date, if it is wrong, enter the correct date.

|               |   |
|---------------|---|
| Shipment Date | <input type="text" value="02/03/2014"/> |
|---------------|---|

Enter the time that the shipment will be ready and the time the pickup location closes. Carriers need a minimum 2 hour window, preferably starting after 12:00pm for business locations and 4:00pm for residential pickups.

|                |                                 |                                 |                                 |
|----------------|---------------------------------|---------------------------------|---------------------------------|
| Shipment Ready | <input type="text" value="02"/> | <input type="text" value="00"/> | <input type="text" value="PM"/> |
| Close Time     | <input type="text" value="06"/> | <input type="text" value="00"/> | <input type="text" value="PM"/> |

Chose the way the Bill of Lading will be delivered to you: Email or Email and Fax

|                |   |
|----------------|---|
| Bill of Lading | <input checked="" type="radio"/> Email it <input type="radio"/> Email and Fax |
|----------------|---|

Enter in the P.O number. This is any reference number that the driver may need at the time of pickup. Separate multiple P.O numbers with a comma.

|   |                      |
|---|----------------------|
| P.O. Number*  | <input type="text"/> |
| Separate Multi Purchase Order Numbers with a comma. |                      |

Next, select whether you will be contacting the carrier or GCM will.

|   |  |
|---|--|
| P.O. Number*  | <input type="text" value="859558,332562"/> |
| Separate Multi Purchase Order Numbers with a comma.   |  |
| <input type="radio"/> I will contact carrier for pickup<br><input checked="" type="radio"/> GCM will contact carrier for pickup |  |

\*\*If GCM is contacting the carrier, an email will be sent to you once the shipment has been dispatched with the carrier

## Pick Up Location:

Next, enter the pickup information:

### Pick Up Location

|                       |  |                                 |                                    |
|-----------------------|--|---------------------------------|------------------------------------|
| Select Pickup Address | <input type="text" value="Please Select"/> |                                 |                                    |
| Name                  | <input type="text"/>                       |                                 |                                    |
| Email                 | <input type="text"/>                       |                                 |                                    |
| Company               | <input type="text"/>                       |                                 |                                    |
| Address               | <input type="text"/>                       |                                 |                                    |
|                       | <input type="text"/>                       |                                 |                                    |
| City / ST / Zip       | <input type="text" value="FREMONT"/>       | <input type="text" value="NE"/> | <input type="text" value="68025"/> |
| Phone / Fax           | <input type="text"/>                       | <input type="text"/>            |                                    |

If the pickup address has previously been used for the chosen City, State and Zip code, select the company from the drop down menu.

If it hasn't been used before, enter the information as follows:

### Pick Up Location

|                       |  |   |                                    |
|-----------------------|--|---|------------------------------------|
| Select Pickup Address | <input type="text" value="Please Select"/>   |   |                                    |
| Name                  | <input type="text" value="Enter contact person's name at pickup"/>                   |   |                                    |
| Email                 | <input type="text" value="Enter YOUR email to receive a confirmation of your rate"/> |   |                                    |
| Company               | <input type="text" value="Enter the name of the company"/>                           |   |                                    |
| Address               | <input type="text" value="Enter the address for the company"/>                       |   |                                    |
|                       | <input type="text"/>   |   |                                    |
| City / ST / Zip       | <input type="text" value="FREMONT"/>   | <input type="text" value="NE"/>                     | <input type="text" value="68025"/> |
| Phone / Fax           | <input type="text" value="Enter valid phone number"/>                                | <input type="text" value="Enter valid fax number"/> |                                    |
|                       | <p>for pickup location (in case carrier/driver has any questions)</p>                |   |                                    |

## Destination Location:

If the destination has been used previously for the chosen city, state and zip, select it from the drop down menu. If not, enter the destination information as follows:



## Destination Location

|                    |   |  |                                    |
|--------------------|---|--|------------------------------------|
| Select Destination | <input type="text" value="Please Select"/>  |  |                                    |
| Address            | <input type="text" value="Enter contact person's name at destination"/>   |  |                                    |
| Name               | <input type="text" value="Enter YOUR email address"/>   |  |                                    |
| Email              | <input type="text" value="Enter the name of the company"/>  |  |                                    |
| Company            | <input type="text" value="Enter the address for the company"/>  |  |                                    |
| Address            | <input type="text"/>  |  |                                    |
| City / ST / Zip    | <input type="text" value="REDMOND"/>  | <input type="text" value="WA"/>  | <input type="text" value="98052"/> |
| Phone / Fax        | <input type="text" value="Enter valid phone number for destination location (in case carrier/driver has any questions)"/> | <input type="text" value="Enter valid fax number for destination location"/> |                                    |

**\*\*RESIDENTIAL DELIVERIES--** If the shipment is going to a residence; enter the customer's name in the name field and the company field.

## Destination Location

|                    |  |
|--------------------|--|
| Select Destination | <input type="text" value="Please Select"/>       |
| Address            |  |
| Name               | <input type="text" value="Jane Doe"/>            |
| Email              | <input type="text" value="cs@aeslogistics.com"/> |
| Company            | <input type="text" value="Jane Doe"/>            |

## Shipment Summary:

The next section shows a summary of your shipment and the additional services you requested.

If you did Option 1 (Commodity lookup) it will remember the number of pallet and description. Plus, it will auto-fill the NMFC and Class.

Your shipment is being dispatched on Roadrunner Transportation Services for a rate of \$434.48 with a carrier liability of \$12,500.00.

### Shipment Details

| Class | Weight | # Pcs | Type   | NMFC    | # Pallet | Description                       |
|-------|--------|-------|--------|---------|----------|-----------------------------------|
| 100   | 1250   | 34    | PIECES | 56290.6 | 2        | Decorations/Novelties // 40X48X60 |

### Other Service Options

|                               | Pickup                   | Delivery                 |
|-------------------------------|--------------------------|--------------------------|
| Residential                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Construction - Non Commercial | <input type="checkbox"/> | <input type="checkbox"/> |
| Tradeshow - Exhibition Center | <input type="checkbox"/> | <input type="checkbox"/> |
| Tailgate - No Dock            | <input type="checkbox"/> | <input type="checkbox"/> |
| Appointment - Notification    | <input type="checkbox"/> | <input type="checkbox"/> |
| Inside Pickup / Delivery      | <input type="checkbox"/> | <input type="checkbox"/> |

If you used Option 2 (entered in the class yourself), you will have to enter in the NMFC number, number of pallets and description, as those fields will show up empty.

\*Again, option 2 should only have been used if you are certain that you have the correct class and NMFC number.\*

Your shipment is being dispatched on Roadrunner Transportation Services for a rate of \$434.48 with a carrier liability of \$12,500.00.

### Shipment Details

| Class | Weight | # Pcs | Type   | Haz Mat                  | NMFC | # Pallet | Description |
|-------|--------|-------|--------|--------------------------|------|----------|-------------|
| 100   | 1250   | 34    | PIECES | <input type="checkbox"/> |      |          |             |

### Other Service Options

|                               | Pickup                   | Delivery                 |
|-------------------------------|--------------------------|--------------------------|
| Residential                   | <input type="checkbox"/> | <input type="checkbox"/> |
| Construction - Non Commercial | <input type="checkbox"/> | <input type="checkbox"/> |
| Tradeshow - Exhibition Center | <input type="checkbox"/> | <input type="checkbox"/> |
| Tailgate - No Dock            | <input type="checkbox"/> | <input type="checkbox"/> |
| Appointment - Notification    | <input type="checkbox"/> | <input type="checkbox"/> |
| Inside Pickup / Delivery      | <input type="checkbox"/> | <input type="checkbox"/> |

If you booked your shipment with additional insurance, it will show that and ask you to put the name of the legal owner of the freight

**Your shipment is being dispatched on Roadrunner Transportation Services for a rate of \$436.16 with a carrier liability of \$12,500.00. An addition of \$1,286.50 of insurance purchased for \$35.00 for a total charge of \$471.16**

Name of Legal Owner of Freight

**\* New product insurance carries a \$500 deductible for any insurance claims. Used Household Goods policy's deductible is 3% of claim minimum of \$500.**

It will also show if you selected any additional services. You will not be able to select additional services at this point; they can only be selected on the information page.

### Other Service Options

|                               | Pickup                   | Delivery                            |
|-------------------------------|--------------------------|-------------------------------------|
| Residential                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Construction - Non Commercial | <input type="checkbox"/> | <input type="checkbox"/>            |
| Tradeshow - Exhibition Center | <input type="checkbox"/> | <input type="checkbox"/>            |
| Tailgate - No Dock            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Appointment - Notification    | <input type="checkbox"/> | <input type="checkbox"/>            |
| Inside Pickup / Delivery      | <input type="checkbox"/> | <input type="checkbox"/>            |

Enter any additional comments for GCM or the carrier. Examples: send a copy of the BOL to another email address, receiving hours if not normal (Monday-Friday till 6pm).

### Comments

send copy of BOL to [taylor@aeslogistics.com](mailto:taylor@aeslogistics.com)  
receiving hours before 4pm

Click

A confirmation page will show and you can download the BOL.

Thank you for dispatching your shipment with AES.

It is important for the service of this shipment that the bill of lading lists the correct bill-to. We will be sending the Bill of Lading to be used for this shipment to: jane

AES will contact the carrier for pickup. Simply make a copy of the bill of lading, give the driver one copy and keep one for your records.

If your company uses your own bill of lading, please copy the bill-to section of AES' bill to ensure the proper party is billed. All shipments are billed third-party prepaid. This means the carrier will bill AES, not your company.

Please contact us with any questions

Best regards,  
AES Shipment Dispatch

[Click here to download the BOL.](#)

A confirmation email will also be sent to the address provided with a copy of the Bill of Lading.

## BOL Example:

The BOL will open and look something like this:

|   |  |
|---|--|
| <b>CARRIER</b> ROADRUNNER TRANSPORTATION - RRTS |  |
| Phone:<br>Fax:                                  |  |
| <b>SHIP DATE</b> 02/03/2014                     |  |
| <b>Shipment ID</b> 194656                       |  |
| <b>Pro #</b>                                    |  |

| SHIPPER  | CONSIGNEE   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
|--|---|-------|------|-----------------------------------|---------|-------------|--------|-------|--------|----|--------|---|---|-----------------------------------|---------|-----|-------|
| <b>Sunshiny</b><br>2260 West 5th St<br>FREMONT, NE 68025<br>Phone 5552026262 Fax 5552026263  | <b>Sun Spectacular</b><br>5595 NE 74th st<br>REDMOND, WA 98052<br>Phone 5559568885 Fax 5559568895   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
| <b>Bill third party prepaid to:</b><br>Acct # 1050131<br>AES LOGISTICS, INC<br>140 SW 153rd Street<br>Brien, WA 98166<br>Req. Delivery Date <input type="text"/>   | <b>Additional Services</b><br>RESIDENTIAL DELIVERY, LIFTGATE DELIVERY   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
| <b>P.O. Ref #</b> 859558, 332562<br><b>Comments</b> <input type="text"/>   |   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
| <table border="1"> <thead> <tr> <th>Count</th> <th>Kind</th> <th>Units</th> <th>HM</th> <th>Description</th> <th>Nmfc</th> <th>Class</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>34</td> <td>PIECES</td> <td>2</td> <td>N</td> <td>Decorations/Novelties // 40X48X60</td> <td>56290.6</td> <td>100</td> <td>1,250</td> </tr> </tbody> </table> <p>send copy of BOL to taylors@aeslogistics.com<br/>receiving hours before 4pm</p>   |   | Count | Kind | Units                             | HM      | Description | Nmfc   | Class | Weight | 34 | PIECES | 2 | N | Decorations/Novelties // 40X48X60 | 56290.6 | 100 | 1,250 |
| Count  | Kind  | Units | HM   | Description                       | Nmfc    | Class       | Weight |       |        |    |        |   |   |                                   |         |     |       |
| 34   | PIECES  | 2     | N    | Decorations/Novelties // 40X48X60 | 56290.6 | 100         | 1,250  |       |        |    |        |   |   |                                   |         |     |       |
| IF ADDITIONAL SERVICES ARE REQUESTED BY CONSIGNEE THAT ARE NOT LISTED ON THE ORIGINAL BILL OF LADING<br>THE PARTY REQUESTING THESE SERVICES ARE RESPONSIBLE FOR THE CHARGES  |   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
| <b>REMIT</b> If consignee's personal or company check is acceptable for C.O.D, please note:<br><b>C.O.D. TO</b><br><br><b>C.O.D. AMT \$</b> _____<br>NOTE: Where the rate is dependent on value. Shippers are required to state specifically in writing the agreed or declared value of the property. The agreed or declared value of the property is hereby specifically stated by the shipper to be not exceeding _____<br>per   | <b>SECTION 7</b><br>Subject to Section 7 of applicable bill of lading, if this information is to be delivered to the consignee without recourse of the consignor, the consignor shall sign the following statement:<br>"The carrier shall not make delivery of this shipment without payment of the freight and all other lawful charges."<br>_____<br>(Signature of Consignor) |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
|  | <b>C.O.D FEE TO BE PAID BY</b><br><b>CONSIGNEE</b> <input type="text"/><br><b>SHIPPER</b> <input type="text"/><br><b>TOTAL CHARGES \$</b> <input type="text"/><br>IF CHARGES ARE TO BE PREPAID WRITE OR STAMP TO BE PREPAID<br><b>Third Party Bill-to</b>   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
| RECEIVED, Subject to the classification and transportation service contracts and/or tariffs in effect on the date of the issue of this Bill of Lading, the property described above, in apparent good order, except as noted (contents and condition of contents of packages unknown), marked, consigned, and destined as shown above under which said company (the word company being understood throughout this contract as meaning any person or corporation in possession of this property under the contract) agrees to carry to its usual place of delivery at said destination, if on its own railroad water line, highway route or routes, or within the territory of its highway operations, otherwise to deliver to another carrier on the route to said destination. It is mutually agreed, as to each carrier or all or any of said property over all or any portion of said route to destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all conditions not prohibited by law, whether printed or written herein contained, including the condition on back hereof, which are hereby agreed to by the shipper and accepted himself and his assigns. The carrier and also the Consignor agree to Section 7 (if signed) to be valid for all freight costs incurred by the transit of goods. |   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
| <b>SHIPPER</b><br>PER  | <b>CARRIER</b><br>DRIVER PCS DATE SINGLE SHPT (X)   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |
| Shipper and carrier hereby certify that they agreed that freight is in good condition, unless otherwise stated on this Bill of Lading, and all packages are within the standards for movement of goods without being damaged. This is to certify that the above named materials are properly classified, described, packaged, marked, and labeled and are in proper condition for transportation according to the applicable regulations of the Department of Transportation.  |   |       |      |                                   |         |             |        |       |        |    |        |   |   |                                   |         |     |       |