

How to Correctly Complete the Bill of Lading

DAY & ROSS FREIGHT STRAIGHT BILL OF LADING - 1.866.DAY.ROSS PLACE PRO STICKER HERE

Day **A** Year General **B** Expedited C.O.D. Amount \$ **C** Currency CDN

SPECIAL HANDLING (ADDITIONAL CHARGES APPLICABLE)

Private Residence Pick Up Tailgate Pick Up Tailgate Delivery Temperature Control (TL) **D**

Private Residence Delivery Heated Service Trade Show Delivery Hazardous Goods **E**

Pallets Being Returned Trade Show PU Inside Delivery

Return All Pallets In Bond Inside Pickup

Appointment Delivery (Date/Time)

Consolidation (At origin) Deconsolidation (At Destination)

*This shipment contains dangerous goods as set out in the attached Shipper's Declaration.

SHIPPER Day & Ross Acct No. Telephone No. Shipper's Name Pick-Up Address City Prov. Postal Code Country

CONSIGNEE Day & Ross Acct No. Telephone No. Consignee's Name Delivery Address City Prov. Postal Code Country

METHOD OF PAYMENT Prepaid US Collect CDN

OTHER BILL TO PARTICULARS Bill to: Address: City Prov. Postal Code Country

Spot Quote No. **I** **Routing or Special Instructions** **J**

Maximum liability of CAD\$2.00/lb or CAD\$4.41/kg for shipments originating in Canada. For shipments originating in the U.S. and going to Canada, see section 5(1)(b) (reverse side) for limits of liability. Excess valuation (declared value) is not applicable on shipments to or from the U.S. per section 5(1)(c) (reverse side). See reverse side for all terms and conditions.

No. of Pcs.	Description of Articles and Special Marks	LxWxH	Weight		Declared Value (not applicable for shipments to or from the United States)		Charges
			Lbs	KGS	CDN	US	
					\$	\$	
K	L	M	N	O	\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	
					\$	\$	

Shipper's Declaration (Dangerous Goods): I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, are properly classified and packaged, have dangerous goods safety marks properly affixed or displayed on them, and are in all respects in conformity with the requirements for transport according to the Transportation of Dangerous Goods Regulations. **P**

Signature (print)

The uniform TERMS OF CARRIAGE apply to this BILL OF LADING (See Term & Condition #1) NOTICE OF CLAIM must be submitted in writing within sixty (60) days of delivery. (See Term & Condition #2) The carrier's maximum liability is limited by the TERMS & CONDITIONS of the Bill of Lading. (See Term & Condition # 5)

Shipper's Ref No. **Q** Pick-Up Date No. of Pcs.

Shipper's Signature **R** Day & Ross Driver's Signature Purchase Order

Print Name **S** Power Number Trailer Number

Making sure your shipment gets to the right place without any administrative delays or billing errors has a lot to do with a properly completed Bill of Lading. We are able to move your shipment through our network faster and more efficiently when all the information has been properly filled in. To complete the Day & Ross Bill of Lading simply follow these instructions.

- A. Date** – Record the date of shipment being tendered to Day & Ross.
- B. Level of Service** – Select the type of service requested by checking the appropriate box.
- C. C.O.D. – Cash on Delivery** – Day & Ross is requested to pick up a payment on behalf of the customer for goods being transported (extra charges applicable).
- D. Special Handling** – Additional requirements above and beyond regular service (additional charges applicable).
- E. Pro Sticker** – Main label applied to Bill of Lading used as Day & Ross' reference number and is used for tracing freight.
- F. Shipper** – Enter your Day & Ross account number, telephone number, full name of shipping location and complete address including postal code.
- G. Consignee** – Enter Consignee's Day & Ross account number (if known), telephone number of contact at delivery location, full name of consignee and complete delivery address including postal code. NOTE – post office boxes are not valid delivery locations.
- H. Method of Payment** – indicate billing instructions for payment of transportation charges. Full name, address and account number required if a third party is being billed.
- I. Spot Quote No.** – For customers that do not have a tariff and have called for a shipment price. NOTE - Quote reference numbers (DRQ's) must be indicated on the Bill of Lading in order to be valid.
- J. Routing or Special Instructions** – Any special requirements that are needed for a successful delivery of freight. E.g. Tailgate delivery required, call for appointment etc. NOTE – Additional charges applicable. If you want your shipment to be put on hold (**Hold for Pickup**) at a Day & Ross location, please indicate this under Routing or Special Instructions and refer to the Hold for Pickup Sample BOL under Resources for guidelines on how to complete the Bill of Lading.
- K. No. of PCS** – total pieces being shipped. NOTE – Pallets should reference the number of cartons contained on each. (E.G. - 1sk STC 26 cartons or 26 cartons on 1 pallet)
- L. Description** – Describe contents of shipment in full. Shipments going to the United States need a complete commodity description referencing the NMFC number. Day & Ross follows the **Transportation of Dangerous Goods Regulations** for **dangerous goods** products originating in Canada. **Dangerous goods** originating in the United States follow the CFR 49 Hazardous Materials Regulations. Both require a full description of the **dangerous goods** product(s), and a copy of the original paperwork to be given to the driver when freight is picked up. Original documentation must accompany the freight during transit. Please reference **Dangerous Goods Handbook** section 4.4 Shipping Documentation for assistance completing forms.
- M. Dimensions** - enter size of freight, measure length x width x height in inches. **For example:** 7 pieces on 1 skid 7=48x24x36x1 Units = L x W x H x Skids.
- N. Weight of Shipment** – enter total weight for all pieces being shipped and indicate if lbs or kgs. (In the case of Dangerous Goods, weights must be in metric)
- O. Declared Value** – Day & Ross standard insurance is \$2 per lb. If additional insurance is desired, enter required amount in this field and indicate appropriate currency (CDN/US). (NOTE – Additional charges will apply) Value is for insurance purposes only and may not exceed the actual value of the shipment. Please call customer service for values over \$5,000 at 1-866-329-7677.
- P. Shipper's Declaration** - As per TDG Regulations, Transport Canada, the shipper's declaration is mandatory. This statement confirms that the **dangerous goods** have been properly classified, packaged and labelled with safety marks according to the TDG Regulations. The name of the shipper or representative must be printed (not his/her signature) and clearly indicated on the shipping document.
- Q. Shipper Reference** – Complete this section if you require additional reference(s) for shipment identification.
- R. S. Shipper Signature** – a signature is required acknowledging that all information is correct on the Bill of Lading. Please sign in Q and print your name in R.