



Dispatch Checklist

Pickup Info

Address		
Date/Time		
Appt. Required?	Yes	No

Delivery Info

Address		
Date/Time		
Appt. Required?	Yes	No

Freight Info

Commodity		
Trailer Type/Size		
Tarps, straps, etc.?		
Value of Shipment		

Carrier Pay

Rate		
Add'l Pay (ex. lumper)		
Fees (ex. late delivery)		

Driver

Name	
Cell Phone	
Email	
Tractor #	
Trailer #	
Dispatch Name	
Dispatch Phone	

Other

(Tracking, check calls, insurance)

RED FLAGS

Does carrier have negative reports in McLeod, Carrier Lists, TIA WatchDog, Loadboards?

Is carrier's authority new? (less than 90 days)

Is carrier refusing to give you the drivers name, tractor/trailer #, or other identifiable info?

The more information you ask for, the less likely you will be to run into issues with double brokering or other fraud.