



Requirements for Submitting Invoices

March 9, 2004

To insure payment, any charges out of the ordinary, commonly known, as "accessorial charges" will require a special Authorization Approval Number. (Special P/UP or Delivery Fees, Detention Time, Inside Pick Up, Inside Deliveries, Liftgates, Etc., would be an example of the services that would require this Authorization Approval Number). Before special services are preformed it is necessary to contact a representative of The Outbound Group to insure that we and/or the customer would want to authorize those additional fees. The Outbound Group **MUST** give you approval prior to the transaction taking place. The Outbound Group is available 24 hours a day, 7 days a week and 365 days a year to authorize an approval number. Any invoices received without this Authorization Approval Number will be short paid and stamped "no authorization given to support charge".

All invoices to The Outbound Group **MUST** include The Outbound Group bill reference number in order to be paid. This is a small detail, but often over looked and effective immediately, all invoices not showing our reference number will be returned, via mail, to your office with a stamp indicating the information needed to process your bill. This being the industry standard, there is no reason to expect any problems with compliance. All invoices to The Outbound Group will begin aging from the date of receipt and will be processed within the net 30-day period.

Upon receipt of any paperwork (bill of lading, **proof of delivery**, purchase order, shipper invoice, etc.,) on a pick-up, please Fax it to our operations personnel as quickly as possible.

Please sign, date and return to The Outbound Group office as soon as possible.

Understood and agreed by on this date:

Date

Company Name

Signature