



*driving the road ahead*

## United World Transportation TRANSFLO Express® Trip Sheet

Carrier Company: \_\_\_\_\_

Driver Name: \_\_\_\_\_

UWT Deal Number: \_\_\_\_\_

Date: \_\_\_\_\_

# of pages (include this page in your count): \_\_\_\_\_

### *In Transit / Delivered Load (circle one)*

#### Documents Included:

- |  |   |
|--|---|
| <input type="checkbox"/> Trip Sheet Cover Page                                       | <input type="checkbox"/> Invoice          |
| <input type="checkbox"/> Bill of Lading(s)   | <input type="checkbox"/> Lumper Receipts  |
| <input type="checkbox"/> Phytosanitary, Certificate of Origin,<br>Commercial Invoice | <input type="checkbox"/> Repairs Receipts |
| <input type="checkbox"/> Other: _____  |   |

#### Instructions:

- 1) Go to a TRANSFLO Express™ Truckstop Scan location. You can find a list of scan locations at [www.transfloexpress.com](http://www.transfloexpress.com), or contact United World Transportation toll free 1.877.273.7400 for information. **Any Pilot or Loves locations have the truckstop scanning capability.**
- 2) One tripsheet per load and one load per scan which should be done within 24 hours after the trip is completed. \*Note that a nominal fee of \$1 per TRANSFLO transmittal will be deducted from your final load settlement when UWT processes your payment.
- 3) 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.
- 4) If you have small receipts that you will be submitting, they should be grouped with like document types and taped to a regular sized sheet of paper. You can get paper and tape at any TRANSFLO Express™ Truckstop scan location. Cashier will scan documents for you. It should take about one minute.
- 5) Cashier may ask you for the fleetID. If asked tell the cashier the fleetID is found under the barcode on this page. The cashier will then enter the fleetID.
- 6) Upon completion of the scan process, the cashier will return your original documents, **AND** a confirmation receipt.
- 7) Review the confirmation receipt to ensure that the date and page count is correct. Also, verify the fleetID to ensure that the documents were sent to United World Transportation.

