



Motor Express



PI&I MOTOR EXPRESS

TRANSFLO Express® Cover Sheet

Pro #: _____

Tractor #: _____

Driver Name: _____

Trailer #: _____

Employee Code: _____

Shipper's # / BOL#: _____

Scanning Instructions

1. Completely fill-out your cover sheet on top
2. Remove all staples & paper clips
3. Place all pages in the batch face up
4. Scan only the documents listed below
5. Tape small pieces of paper to a full sized sheet (tape & paper available at scanning desk)
6. Verify the number of documents listed on your receipt agrees with the number of documents scanned
7. **Drivers must turn in original paperwork each week with logs & expense receipts**
8. You must use a separate cover sheet for each Pro #
9. **Drivers must write the Pro # on each document**

(Remember you will pay nothing at the truck stop)

Do Not Scan Logs or Any Documents Not Listed

Documents Scanned:

Cover Sheet

Delivery Receipt

Bill of Lading

Canadian Manifest

