Before you ask for a rate, have these.

A complete request gets a usable number the first time. Missing details turn into re-quotes, accessorial surprises and invoice disputes.

SHIPMENT

- ☐ Origin ZIP and full address
- ☐ Destination ZIP and full address
- ☐ Pickup date/window
- ☐ Delivery date/window
- ☐ Commodity description
- ☐ Piece count and packaging
- ☐ Weight and dimensions
- ☐ Freight class, if known
- ☐ Stackable / non-stackable
- ☐ Temperature range, if reefer

ACCESS & HANDLING

- ☐ Dock or no dock
- ☐ Liftgate required?
- ☐ Inside delivery?
- ☐ Appointment required?
- ☐ Residential or limited access?
- ☐ Forklift on site?
- ☐ Loading/unloading responsibility
- ☐ Hazmat / UN number, if any
- ☐ Oversize or permit load?
- ☐ Driver assist needed?

COMMERCIAL

- ☐ Legal shipper name
- ☐ Billing contact and email
- ☐ PO / reference number
- ☐ Declared value or cargo limit
- ☐ Incoterms, if international
- ☐ Customs broker, if known
- ☐ Delivery instructions
- ☐ Required delivery date

WHAT WE CONFIRM BACK

- ☐ Mode and equipment
- ☐ Carrier assignment
- ☐ All-in rate and accessorial treatment
- ☐ Pickup and delivery windows
- ☐ Rate confirmation before dispatch
- ☐ Tracking method
- ☐ Invoice and POD path
- ☐ Exception contact

Rule: an estimate is a planning range. The rate confirmation is the contract. If a line is not on the confirmation, ask before pickup.