

CARRIER SETUP PACKET

[Broker name] · MC · carrier onboarding checklist and profile | Date

CHECKLIST (RETURN EVERYTHING MARKED)

	Document	Requirement
☐	Signed Broker-Carrier Agreement	Every page initialed; the consent-to-communications clause included
☐	W-9	Legal name matching FMCSA records
☐	Certificate of insurance	Auto liability \$1,000,000 · cargo \$100,000 · [Broker name] named as certificate holder · issued by the agent
☐	Operating authority	Copy of the MC/USDOT authority letter; authority active
☐	Payment setup	ACH form, or the factoring company's notice of assignment
☐	Contacts	Dispatch, after-hours, billing; the numbers must match FMCSA or be confirmed by a call to the FMCSA-listed number
☐	Safety check	FMCSA safety rating, out-of-service rates and inspection history reviewed; no unsatisfactory rating
☐	Reference	One broker or shipper reference contacted

CARRIER PROFILE

LEGAL NAME · DBA	MC · USDOT · SCAC
ADDRESS	DISPATCH PHONE · EMAIL
AFTER-HOURS CONTACT	BILLING EMAIL · REMIT-TO
FACTORING COMPANY (IF ANY)	INSURANCE CARRIER · POLICY · EXPIRY
EQUIPMENT (TYPE · COUNT)	ELD PROVIDER · TRACKING
PREFERRED LANES · REGIONS	PAYMENT PREFERENCE Net 30 ☐ · Quick pay ☐

LOAD STATUS COMMUNICATIONS

Carrier agrees, on its own behalf and on behalf of its drivers and dispatchers assigned to loads tendered by [Broker name], that [Broker name] and its service providers may send automated text messages and place automated or artificial-voice calls to the mobile numbers Carrier provides, for the purpose of confirming assignment, requesting the load's location and status, and confirming delivery. Message frequency depends on the load and will not exceed four texts and two calls per load per day. Message and data rates may apply. Any recipient may stop text messages at any time by replying STOP, may stop automated calls by saying so on a call or by contacting [Broker name], and may reply HELP for assistance. Consent is not a condition of doing business with [Broker name].

CERTIFICATION

The undersigned certifies that the carrier holds active operating authority and the insurance stated above, that it will not re-broker loads tendered by [Broker name], and that the information in this packet is accurate.

Authorized carrier representative · title · date	[Broker name] representative · date
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