



Roane Transportation Services, LLC.



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TRANSFLO Express® Trip Sheet

Scan all related trip Documents at any TRANSFLO Express™ Truckstop as soon as practical.



Date: 7/30/2015 Driver: Your Name Here



Tractor/Trailer No: 1234 Load #: 0254123

Fr Bill / PRO #: _____ Misc: _____

Instructions

- 1) Go to a TRANSFLO Express™ Truck stop Scan location. You can find a list of scan locations at www.transfloexpress.com, including all Pilot, Loves, TA, Petro and many independent locations.
- 2) One tripsheet per load and one load per scan which should be done as soon as practical after the trip is completed. Truck stop scanning will drive the Billing and Driver Payroll process, so please do not keep in your possession more than one trip at a time which has not been truckstop scanned.
- 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™ Truck stop 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 page count is correct.
- 8) You may view the images on the TRANSFLO Express™ Confirmation Viewer by logging on to www.transfloexpress.com and clicking the "View Documents" link in the top right corner. Once there, simply type the confirmation number in the 4 boxes as it appears on your receipt. You can document delivery, view the images, and save or print the images from this website.

If you are not going to be coming by the yard to drop off your paperwork, you will need to Transflo your paperwork to the office. We DO NOT need copies of fuel receipts. You must always send in weight tickets, any repair receipts or receipts paid for by a EFS code. All paperwork is required to be in the office by Monday at noon in order to be paid by Friday. NO EXCEPTIONS.

Fill out a Transflo coversheet for each load as shown in example. The date, your name, tractor number, and load number is required for each load.

Jordan Forest Products, LLC Date: 7/24/2015 12:34
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752 Grove Street
Barnesville, GA 30204
Phone: (770) 398-5921
Fax: (770) 398-0738

Bill of Lading

0254123

Customer: Spartanburg Forest Products
1431 Highway 101 South
Greer, SC
US 29651

Delivery #: _____
Vendor #: _____
Destination: _____
Car #: _____
Tarp: _____

Bill of Lading # 39482
Date: 7/24/2015
Our Order Number: GA45740
Species: SYP
Your Order Number: 302369

The carrier agrees and certifies by signing below that he has requested and has received the goods for the above order for the above named customer. Further, he certifies the goods received were in good condition and undamaged.

Size	Grade	Grain	Lengths	Pkgs	pcs	bft
2' x 4"	#2 PRIME	8Layers	60/6'	60	6240	24,960
Pcs by length breakdown: 6240/6						
				60	6240	24,960

I have requested and received Order 302369 for Spartanburg Forest Products

Shipper

Roane
Carrier

[Signature]
Receiver

CUST TRUCK #4552, Roane transportation

On each Bill of Lading, write the load number at the top right hand corner. This will ensure the correct paperwork goes to the proper load. Some BOL's will not show a delivery point which makes it difficult to determine what load it is for without this information from the driver.