

How to Correctly Complete the Bill of Lading

Making sure your shipment gets to the right place without any administrative delays or billing errors has a lot to do with a properly completed Bill of Lading. We are able to move your shipment through our network faster and more efficiently when all the information has been properly filled in. To complete the Day & Ross Bill of Lading simply follow these instructions.

- A. Date – Record the date of shipment being tendered to Day & Ross.
- B. Level of Service – Select the type of service requested by checking the appropriate box.
- C. C.O.D. – Cash on Delivery – Day & Ross is requested to pick up a payment on behalf of the customer for goods being transported (extra charges applicable).
- D. Pro Sticker – Main label applied to Bill of Lading used as Day & Ross' reference number and is used for tracing freight.
- E. Special Handling – Additional requirements above and beyond regular service (additional charges applicable).
- F. Shipper – Enter your Day & Ross account number, telephone number, full name of shipping location and complete address including postal code.
- G. Consignee – Enter Consignee's Day & Ross account number (if known), telephone number of contact at delivery location, full name of consignee and complete delivery address including postal code. NOTE – post office boxes are not valid delivery locations.
- H. Method of Payment – indicate billing instructions for payment of transportation charges. Full name, address and account number required if a third party is being billed.
- I. Spot Quote No. – For customers that do not have a tariff and have called for a shipment price. NOTE – Quote reference numbers (DRQ's) must be indicated on the Bill of Lading in order to be valid.
- J. Routing or Special Instructions – Any special requirements that are needed for a successful delivery of freight. E.g. Tailgate delivery required, call for appointment etc. NOTE – Additional charges applicable.
- K. No. of PCS – total pieces being shipped. NOTE – Pallets should reference the number of cartons contained on each. (E.G. - 1sk STC 26 cartons or 26 cartons on 1 pallet)
- L. Description – Describe contents of shipment in full. Shipments going to the United States need a complete commodity description referencing the NMFC number. Day & Ross follows the Transportation of Dangerous Goods Regulations for dangerous goods products originating in Canada. Dangerous goods originating in the United States follow the CFR 49 Hazardous Materials Regulations. Both require a full description of the dangerous goods product(s), and a copy of the original paperwork to be given to the driver when freight is picked up. Original documentation must accompany the freight during transit. Please reference Dangerous Goods Handbook section 4.4 Shipping Documentation for assistance completing forms.
- M. Weight of Shipment – enter total weight for all pieces being shipped and indicate if lbs or kgs. (In the case of Dangerous Goods, weights must be in metric)
- N. Declared Value – Day & Ross standard insurance is \$2 per lb. If additional insurance is desired, enter required amount in this field and indicate appropriate currency (CDN/US). (NOTE – Additional charges will apply) Value is for insurance purposes only and may not exceed the actual value of the shipment. Please call customer service for values over \$5,000 at 1-866-329-7677.
- O. Dimensions – enter size of freight, measure length x width x height in inches.
- P. Shipper Reference – Complete this section if you require additional reference(s) for shipment identification.
- Q.R. Shipper Signature – a signature is required acknowledging that all information is correct on the Bill of Lading. Please sign in Q and print your name in R.

MONTH		DATE		YEAR		LEVEL OF SERVICE		C.O.D.									
		DAY				<input type="checkbox"/> GENERAL <input type="checkbox"/> EXPEDITED (DRX)		<input type="checkbox"/> CASH <input type="checkbox"/> U.S.									
		A				B		C									
						<input type="checkbox"/> PROTECTIVE SERVICE <input type="checkbox"/> DANGEROUS GOODS		SPECIAL HANDLING (ADDITIONAL CHARGES APPLICABLE) <input type="checkbox"/> PALLETS BEING RETURNED <input type="checkbox"/> CONSOLIDATION (AT ORIGIN) <input type="checkbox"/> DECONSOLIDATION (AT DESTINATION)									
						<input type="checkbox"/> RETURN ALL PALLETS		PLACE PRO STICKER HERE D									
DAY & ROSS ACCT. NO.			SHIPPER			TEL. NO.			DAY & ROSS ACCT. NO.			CONSIGNEE			TEL. NO.		
SHIPPER'S NAME						CONSIGNEE'S NAME											
PICK UP ADDRESS						DELIVERY ADDRESS											
CITY			PROV.			POSTAL CODE			CITY			PROV.			POSTAL CODE		
METHOD OF PAYMENT						OTHER BILL TO PARTICULARS											
<input type="checkbox"/> PREPAID <input type="checkbox"/> CASH IN ADVANCE AMOUNT: _____ CURRENCY: <input type="checkbox"/> CDN <input type="checkbox"/> U.S.						<input type="checkbox"/> COLLECT BILL TO: _____ BILL TO ADDRESS: _____ CITY: _____ PROV. _____ POSTAL CODE _____											
<input type="checkbox"/> THIRD PARTY BILL TO ACCOUNT NUMBER: _____ <input type="checkbox"/> VISA <input type="checkbox"/> M.C. <input type="checkbox"/> AMX EXPIRY DATE: _____ CARD NO.: _____						H											
SPOT QUOTE NO.		ROUTING OR SPECIAL INSTRUCTIONS				MAXIMUM LIABILITY OF \$2,000/LB OR \$4.10/KG COMPUTED ON THE TOTAL ACTUAL WEIGHT UNLESS DECLARED VALUATION STATES OTHERWISE. PLEASE SEE ADDITIONAL TERMS AND CONDITIONS ON REVERSE.											
I		J															
NO. OF PCS	DESCRIPTION OF ARTICLES AND SPECIAL MARKS					WEIGHT		DECLARED VALUATION		DIMENSIONS		CHARGES					
						<input type="checkbox"/> LBS <input type="checkbox"/> KGS		<input type="checkbox"/> CDN <input type="checkbox"/> U.S.									
	L					M		N		O							
ALL USED HOUSEHOLD GOODS AND PERSONAL EFFECTS SHIPPED AT SHIPPER'S RISK OF DAMAGE																	
TERMS OF CARRIAGE apply to this BILL OF LADING. (See Term and Condition No. 1)				NOTICE OF CLAIM must be submitted in writing within sixty (60) days of delivery. (See Term and Condition No. 2)				The carrier's maximum liability is limited by the TERMS AND CONDITIONS of the Bill of Lading. (See Term and Condition No. 5)									
SHIPPER'S REF. NO.		P		PICKUP DATE		NO. OF PCS.											
SHIPPER'S SIGNATURE		Q		DAY & ROSS DRIVER													
PRINT		R		POWER NO.		TRAILER NO.											
ORIGINAL - NOT NEGOTIABLE																	