

# ACME Freight Brokers TRANSFLO Express Trip Sheet

## Prepare your documents:

1. Write the Acme issued trip number on all documents.
2. Scan Page 1 is the signed Acme Load Confirmation sheet with the Acme issued trip number and bar code. In the absence of an Acme Load Confirmation sheet, you may use this trip sheet, after it is completed, as the 1<sup>st</sup> page.
3. Scan Page 2 is the proof of delivery with no exceptions indicated. No rate should be written on the proof of delivery. The rate should only be on the Acme Load Confirmation sheet or this Trip sheet.
4. Follow with all other required documents.
5. Count to make sure that you know how many pages you will be sending.

## How to send to Acme for processing:

1. Go to any Love's or Pilot truck stop or any of the other TRANSFLO truck stop scanning locations that can be found at [www.transfloexpress.com/truckstops.asp](http://www.transfloexpress.com/truckstops.asp).
2. Give the cashier your paperwork and tell them that the fleet ID for Acme Freight Brokers is **A C M E**.
3. The cashier at the truck stop will scan your documents and return the originals to you.
4. You will receive a confirmation receipt. Please check the date, the number of pages sent, and the fleet ID.
5. You will be able to view the images on the TRANSFLO Express Confirmation Viewer by logging on to [www.transfloexpress.com](http://www.transfloexpress.com) and clicking the "View Documents" in the top right corner. Type the confirmation number in the 4 boxes as they appear on your receipt.



Carrier Name \_\_\_\_\_ MC \_\_\_\_\_

ACME TRIP NUMBER                                            -                     SEQUENCE#

RATE FROM ACME ISSUED RATE CONFIRMATION SHEET \$ \_\_\_\_\_  
(If the Rate in our systems does not match this trip sheet, it will be rejected and delayed.)

**DO NOT MAKE COPIES OF THIS FORM AND  
ATTEMPT TO USE IT AT THE TRUCKSTOP.**

*You may download and print a new sheet at  
[www.acmetruck.com](http://www.acmetruck.com)*