

Prepare your documents:

1. Write the Acme issued trip number, Acme customer name and number, Acme waybill number, truck, driver and terminal numbers on **this** trip sheet.
2. Write the Acme issued trip number on all other documents that you are sending.
3. This Trip Sheet is the first page to scan.
4. The completed Acme waybill must be scan page 2.
5. Follow with all other required documents.

Document Verification:

1. Do **NOT** include any Acme dispatch sheets or fuel receipts (turn these items in to your terminal).
2. Count to make sure that you know how many pages you will be sending.
3. Do not use this process for C. O. D. shipments.
4. Verify that your terminal has all trip information updated in the Acme Load Board **before** documents are scanned to insure proper payment.
5. Documents scanned by noon Thursday will be processed that week.

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.
2. Give the cashier your paperwork and tell them that the fleet ID for Acme Truck Line is **A T E Q**.
3. The cashier at the truck stop will scan your documents and return them to you.
4. You will receive a confirmation receipt. Please check the date, the number of pages sent and the fleet ID.
5. Submit to your terminal the confirmation receipt, fuel receipts, and all original documents.

Cost:

1. There is a \$4 charge for each trip number which will be deducted from your truck settlement.
2. There is no payment at the truck stop to scan the documents.



Customer Name _____ Customer # _____

Waybill# _____ Acme Truck # _____

Acme Driver # _____ Acme Terminal # _____

ACME TRIP NUMBER _____ - _____
C C Y Y M M D D SEQUENCE#

(If all of the above information is not completed payment could be rejected and/or delayed.)

**DO NOT MAKE COPIES OF THIS FORM.
Your terminal may download and print a new sheet.**

