

# TRANSFLO Express® Cover Sheet



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www.trinitytransport.com

Thank you for choosing Trinity. Need a reload? Visit our available load board at [www.trinitytransport.com](http://www.trinitytransport.com).  
To obtain your login, contact (866)-TRINITY.

**Notes:**

- A \$2.50 fee will be deducted from your final settlement.
- Scanned documents must be received within 24 hours of delivery.

**Instructions:**

- Visit a participating location, selected from the listed map of truck stops found on [www.transfloexpress.com](http://www.transfloexpress.com).
- Perform the following check list before handing the fuel desk cashier your documents:
  - Clearly and legibly fill in the information at the bottom of this sheet labeled “Load Information”.
  - Make sure all documents are face-up, with the writing on the top side.
  - Securely tape small receipts or documents to a regular sized sheet of paper. Materials are provided by the scanning clerk for your convenience.
  - Remove paperclips & staples from all documents.
  - Place this coversheet on top of your documents. You must use an original coversheet, no photocopies, to ensure proper transmission to Trinity’s Accounting Department.
- Once the scanning clerk has processed your documents, they will be returned to you with a confirmation receipt stapled to the front page.
  - Review this receipt to ensure the date and page count is correct.
  - Make sure Trinity’s SCAC code, “TTFD”, was used in order to confirm they were sent to the right company.
- View the images on [www.transfloexpress.com](http://www.transfloexpress.com), click on “View Documents” in the top right corner. Enter the confirmation number from your receipt to view the scan as well as determine when the documents were delivered to Trinity. Images are kept online for 14 days.

### Load Information

Load (Pro) Number _____
Pick Up Date _____
Pick Up City _____ Pick Up State _____
Delivery Date _____
Dest City _____ Dest State _____
Carrier Name _____

