

CASH CHECKLIST FOR TRUCKING & LOGGING COMPANIES

includes logistics companies, farms hauling for hire, anyone who hauls for someone else (such as home movers if it is not their personal belongings), including some leasing companies, if unsure – ASK Alison

THREE ITEMS YOU MUST HAVE IN PLACE BEFORE UNIT LEAVES:

- #1** **IN THE BANK DEPOSIT** of cash, certified check, money order, com-check or cc charge (no pre-auth's) of the following:

One week maximum because you will get payment weekly

\$1000 per day per tractor

\$500 per day per van/straight truck/reefer trailer

\$200 per day per trailer

- #2** **PRE-AUTH DEPOSIT** on credit card for deposit (see Rental Deposit Calculator)

- #3** **ACCEPTABLE PROOF OF INSURANCE**, unless on Fleet Automatic List

- #4** **ACTIVE DOT#** - <https://safer.fmcsa.dot.gov/CompanySnapshot.aspx>

Credit card to be charged when unit is returned or every seven days. If more than one week, always pre-auth the card again once you charge off the last pre-auth. Get mileage - don't estimate.

The deposit must be sent to corporate office on recon. No deposit is to be held at the branch. It must be deposited into the bank. Deposit is refunded when unit is returned and all damages are paid.

The card must be present and proof of identification must be shown. The card and I.D. should match the customer and/or customer's business. If the card does not match the driver the Credit Card Authorization Form must be filled out by the credit card holder. Both the credit card and I.D. are to be photocopied.

Pre-approved exceptions: (above policy does not apply to these companies): Cash Plus Accounts have a + in front of their Customer Number.