



RLS Carrier Check List

www.rlslogistics.com

Carrier Contact Name: _____

Carrier Name: _____

Please call Carrier Development at (856) 694-2500 x875 with any questions

RLS Logistics Minimum Carrier Requirements:

1. Carrier Contract (with signatures & title of person signing)
2. Current IRS form W-9 completely and accurately filled out
3. Copy of all Operating Authorities that your Company holds.
4. Copy of Carriers Insurance Certificates (both auto Liability & Cargo)
 - Minimum Auto Liability* \$ 750,000
 - Minimum General Liability* \$ 1,000,000
 - Minimum Cargo* \$ 100,000
5. Contact your Insurance Company to add "RLS Logistics" as a Certificate Holder (page attached in Carrier Packet to fax/email to Insurance Company)
6. References from at least three customers – see "Carrier Reference Form" or you may submit your own attachment.

Carrier Check List – Please verify all info is complete prior to sending back to us

01. _____ Carrier Information Form
02. _____ Signed RLS Logistics Carrier Agreement
03. _____ Certificate of Election
04. _____ Unloading Policy and Load Payment Form
05. _____ Blanket Load Pay Agreement
06. _____ ACH form (if applicable) *Voided check
07. _____ Voided Check (Required if ACH Deposit)
08. _____ Product Protection Requirements
09. _____ RLS Logistics Facility Procedures'
10. _____ Carrier References (minimum of 3 (THREE) to be included)
11. _____ Insurance Certificate with RLS Logistics listed as Certificate Holder
12. _____ Copy of Carriers Authority
13. _____ W-9 completed

Please send completed Carrier Packets to:
 Fax: 856-200-8463 or
setup@rlslogistics.com

Corporate Office
 Rosario Leo Building | 2185 Main Road
 Newfield, NJ 08344 | 856.694.2500



Return Packet to:
 Fax: (856) 200-8463 or
 setup@rlslogistics.com

Corporate Office
 Rosario Leo Building
 2185 Main Road
 Newfield, NJ 08344
 856-694-2500 x875
www.rlslogistics.com

Carrier Information Form

FM15 _____

Legal Name: _____

DBA Name: _____

Physical Address: _____

Payable Address (if different): _____

Phone#: _____ Website: _____

Fax#: _____ Email: _____

After Hours Contact: _____ After Hours Phone#: _____

USDOT#: _____ MC#: _____ # of Tractors: _____ # of 53' Reefer Trailers: _____

Where you referred? Yes / No By whom: _____

Do you empty out in the Northeast on a somewhat regular basis? YES NO

If YES; which state(s) are you normally empty in?

CT___ DC___ MA___ MD___ ME___ NH___ NJ___ NY___ PA___ RI___ VA___ VT___

How Often? Weekly___ Twice Monthly___ Monthly___ Occasionally___ Other___

Preferred Ending States (please Circle all that apply. Use "All", None" or Select Individual States if you prefer)

By Region	All Points	None	Individual States
Northeast:	All Points	None	CT, DC, DE, MA, MD, ME, NH, NJ, NY, PA, RI, VA, VT
Southeast:	All Points	None	AL, FL, GA, NC, SC
Midwest:	All Points	None	IA, IL, IN, MI, MN, OH, WI, WV
Central:	All Points	None	AR, KS, KY, LA, MO, MS, NE, OK, TN, TX
West:	All Points	None	AZ, CA, CO, NM, NV, UT
North West:	All Points	None	ID, MT, ND, OR, WA, WY

RLS LOGISTICS CARRIER AGREEMENT

This Carrier Agreement (“Agreement”) is dated _____, ____ 20____, and is between RLS Distribution, Inc. d/b/a RLS Logistics (“RLS”) and _____, (“Carrier”).

RLS is both a transportation broker authorized by MC 188896 to arrange for transportation of general commodities by motor carriers as defined in 49 U.S.C. § 13102(2) and a freight forwarder authorized by FF 010425 to provide transportation services as defined in 49 U.S.C. § 13102(8).

Carrier is a motor carrier authorized by MC _____ to provide transportation of general commodities.

RLS and Carrier enter into this Agreement in accordance with 49 U.S.C. §14101(b) (1) and expressly waive any and all rights and remedies that each may have under 49 U.S.C. §13101 through §14914 that are contrary to the specific provisions of this Agreement and agree as follows:

Carrier agrees to terms and conditions as outlined on RLS’s website: www.rlslogistics.com (the “Terms and Conditions”), which are incorporated, by reference, as if fully set forth in this Agreement. Carrier acknowledges actual notice of the Terms and Conditions. Particular attention is drawn to the portions of the Terms and Conditions concerning rates, limitation of liability, and indemnification. **A copy of the Terms and Conditions can also be obtained from RLS, upon written request, or by visiting the website: www.rlslogistics.com. To access the terms and conditions on the website, click on the “Carriers” section and then “Terms and Conditions.”** The Terms and Conditions are subject to change from time-to-time, which changes will be effective immediately upon posting of the revised Terms and Conditions to RLS’s website for all shipments occurring after the effective date of such changes.

CARRIER

RLS DISTRIBUTION, INC.

Signature (Date)



Signature (Date)

04/08/2015

Printed Name: _____

Printed Name: Russell Leo

Title: _____

Title: CEO/President, Transportation Group



Corporate Office
Rosario Leo Building
2185 Main Road
Newfield, NJ 08344
856-694-2500

www.rlslogistics.com

CERTIFICATE OF ELECTION

CERTIFICATION

This is to certify that the firm named below has elected to not cover its owners, partners or officers under the workers compensation laws of the state of _____. The firm named below certifies that it has no employees. The firm named below certifies that it uses no independent contractors. Based upon the election not to cover owners, partners or officers, the fact there are not other employees and that no independent contractors are used, a workers compensation policy is not purchased.

AGREEMENT

The firm named below promises in consideration for work received from client that if the owners, partners or officers choose to change their election, if any employee is hired or if any independent contractor is used, than a certificate of insurance evidencing workers compensation coverage will be furnished prior to the commencement of any work.

CARRIER

Carrier Name _____

MC Number _____ DOT Number _____

Print Name _____

Signature _____

Title _____ Date _____



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UNLOADING POLICY AND LOAD PAYMENT

UNLOADING POLICY

All unloading will be paid by RLS **only if** the following **information is complete**.

1. DRIVER /CARRIER GENERATED RECEIPTS WILL NOT BE ACCEPTED.

2. ANY information missing will result in no reimbursement.

Required Information for unloading receipts:

Original receipts with no alterations

Printed Name, address & phone # of unloading service or Name and Tax Id #

Name of shipper and PO#

Driver or Carrier name printed on receipt

All receipts must be submitted with your invoice and proof of deliveries and **must be legible**.

PAYMENT:

To ensure your payment is processed in a timely manner send your Invoice(s) and all paperwork to:

RLS Logistics
Rosario Leo Building
2185 Main Road
Newfield, NJ 08344

Carrier/Driver Name: _____

Carrier/Driver Signature: _____

Date: _____

Newfield Logistics Center
2179 Main Road
Newfield, NJ 08344
856-694-2828

Vineland Logistics Center
2260 Industrial Way
Vineland, NJ 08360
856-691-2040

Pittston Logistics Center
1075 Oak Street
Pittston, PA 18640
570-654-6971



Blanket Load Pay Agreement

For payment approval, the following is required:

1. An invoice from your company referencing our Manifest number. **(One invoice for each manifest)**
2. A copy of RLS Load Agreement Rate.
3. **All** Original Proof of Deliveries signed by consignee.
4. **All** Receipts for Unloading.
5. Receipts for any miscellaneous charges.
6. Reference all cash advances taken on load.

Failure to provide all the above information may delay the processing of your payment.

Please choose a payment type (Please select one):

- “Regular-Pay” - Payment will be made on Friday- 30 days after receipt of required documents.
- “Quick-Pay” - Payment will be made on Friday for all loads turned in by noon on Wednesday with all required documents. Charge is **3%** applied to entire payment (mileage, stop pay, FSC, and unloading).
- “Instant-Pay” - Payment will be made the same day by ACH for loads turned in by noon with all required documents. Charge is **5%** applied to entire payment (mileage, stop pay, FSC, and unloading).

Company Name: _____

Print Name: _____ Sign Name: _____

Title : _____ Date: _____

Method of payment delivery, (please check one).

US Mail Pick Up (Available after 4:00 P.M.)

ACH (Direct deposit) - A valid email address is required. Please complete ACH Agreement. Please note that payment will be deposited in your account the next business day. This is not a “guaranty”- on rare occasions it may take 2 business days.

This agreement will remain in force and cover all loads until RLS Distribution is properly notified in writing of any permanent change to: accounting@rlslogistics.com or faxed to (856)694-3992.



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RE: Carrier/ Driver Responsibility Confirmation-Product Protection Requirements

Company and Hired Drivers:

Transportation/ Delivery of finished food shall be under conditions that will protect food against physical, chemical, and microbial contamination as well as against deterioration of the food and container.

The driver will monitor transport vehicle to ensure it is being maintained in a safe, clean and sanitary manner. The vehicle shall be clean, free of infestation, capable of maintaining proper temperature.

Loads shall not be left unattended on public streets, highways, avenues, or alleys unless they are involved in permitted loading or unloading operations, or the driver is stopping for a meal or required overnight stay and the vehicle is sealed and parked in a safe and well-lighted area.

The driver must be familiar with and comply with the standards contained in the *FMCSR. A driver cannot allow a vehicle to be operated unless it meets the minimum standards set forth in the *FMCSR.

* FMCSR Federal Motor Carrier Safety Regulations.

The following instructions do not void or replace all other applicable federal and state laws and regulations, safety and security instructions. In the same way, these instructions do not affect national regulations in force, which remain applicable in their respective areas.

Measures to be taken in case of incident (i.e. failure of refrigeration systems) or accident:

In cases where the incident or accident implies an immediate danger to the product that requires rerouting to an outside assistance (cold storage facility, alternate carrier), the following shall be informed:

The RLS Logistics Coordinator responsible for the arrangement of the load.

The Director of Operations, Transportation Group in the event the RLS Logistics Coordinator is unavailable.

The nearest police station, when applicable (accident).

All trucks delivering must have a pad lock or seal securing the rear trailer/truck door. Adherence to this requirement will be verified by the Customer's Receiving Dept prior to backing into the dock. If a pad lock or seal is not present, the truck cannot be offloaded and the goods cannot be received. This will be the Carriers' responsibility to insure that the delivery can be made. A seal will be required for all Full Truck Loads; these seals will be supplied by RLS and will be affixed to the trucks by an RLS Team Member. All LTL Carriers are to supply their own pad locks; trucks are to be locked at all times except for when deliveries are being made. No driver is permitted to remove the pad lock or seal upon arrival without acknowledgment from the Customer's Receiving Team.

During Loading pick-up or delivery, all freight must be counted and verified. Noting case counts, pallet exchanges, and discrepancies such as overages, shortages, damages (OS&D's), and temperature variances. It is a requirement of each driver to provide the information required.

Pulp thermometers are provided for each driver for the verification of temperature variances. During any delivery process, any overages, shortages, or damages must be verified and called in to Dispatch and reported to OS&D for disposition. Temperature issues are to be called in the same manner, following the direction of OS&D for remedy.

Carrier Signature

Date

F-0222 04

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856-694-2828

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2260 Industrial Way
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1075 Oak Street
Pittston, PA 18640
570-654-6971



RLS Logistics

Facility Procedures

RED LINE POLICY – The red line (Emergency Air Line) must be disconnected from your trailer during the loading/unloading process at RLS Facilities. Once instructed to open the trailer doors the driver must disconnect the “red line” from the trailer insuring the safety of our associates. The red line may be reattached once instructed that the loading/unloading is complete and the driver is told to pull out of the door and close the trailer doors.

RLS Logistics is a shipper load – driver count facility. Drivers are responsible for all counts and pallets loaded onto the trailer. Driver should enter the warehouse wearing a safety vest (RLS can supply at facility if needed (to verify the load and, once there, they are asked to open the trailer doors. Signing below indicates that you were informed of your rights as the Carrier to verify the load,

Date: _____

Print Carrier Name: _____

Carrier Signature: _____

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Carrier Reference's

1. Shipper Name: _____

Shipper Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

2. Shipper Name: _____

Shipper Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

3. Shipper Name: _____

Shipper Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

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Carrier – Please fax this request to your insurance provider.

Insurance provider, please add RLS Logistics as a Certificate Holder. Please also have them receive an updated Certificate (COI) upon renewal.

Insurance Provider:

Name: _____
Fax: _____ Email: _____

Carrier Info:

Name: _____
Address: _____
Policy: _____

Mail Original To: RLS Logistics

2185 Main Road Newfield, NJ

08344

Attn: Carrier Development

Send Certificate of Insurance by fax or email to:

Attn: Carrier Development
Fax: (856) 200-8463 Email:
setup@rlslogistics.com

Thank you

Corporate Office
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