

# **Required Paperwork to be turned in Weekly**

**All Bills of Laden** (Signed & Dated by Receiver)

**All Boatright Bills** (2 with each load)  
Must have BOL#, Load #, Date, Name, Truck & Trailer #

**All Fuel Receipts** ( 1 copies of each)  
Use the current truck number and correct odometer reading

**Per-Diem** Must approve E-Logs Daily  
Must mark logs for meals and motels the first 2 weeks of employment

**Paper logs** (Must keep on 7 days hand in case e-logs fail)

*Please make sure all documents have your First and Last Name, Date, and Truck number on them. Any Missing paperwork may delay your paycheck.*

**All paperwork is due in each  
Monday Morning by 8:00 AM**

**If you can not turn in your paperwork on time you must contact Robin Taylor or  
Tammy Ruis to make other arrangements.**

*This is your responsibility as a professional driver.*

**Please call in to dispatch Every Sunday between 3:00 and 6:00 P.M.**