

ICUSA



Mobility Exchange Corporation

Department Of Defense Standard Operating Procedure:

1. Prior to arrival:

Company / Driver must complete rate / load agreement

Trailers must be clean of all debris and without any holes or breaks in trailer or floor

2. At pick up:

Drivers must be professional and courteous at all times

Driver will sign necessary paperwork

Driver will help load trailer if needed

Driver will provide and use securing devices as needed to secure shipment

3. Enroute:

ICUSA Mobility Exchange Corporation will set all delivery appointments as needed

Driver must update ICUSA Mobility Exchange Corporation operations team daily by 9am on truck status

Driver will notify ICUSA Mobility Exchange Corporation IMMEDIATLEY of any and all possible changes in delivery times or problems with the load

4. At delivery:

Drivers must be professional and courteous at all times

Driver will manage all deliveries to avoid any overage or shortage issues

(Drivers will be held accountable for all discrepancies)

Driver must have all paperwork signed and dated

5. Additional info:

ICUSA Mobility Exchange Corporation and driver must be able to respond to occasional changes in delivery

Clear and damage free deliveries are of **“High Importance”**

Print Name / Company Name

Sign Name / Date