



THUNDER BAY, ONTARIO

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Dear Courtesy Freight Systems Valued Customer:

Re: Completing the New Courtesy Bill of Lading

In order to move your shipment via Courtesy Freight Systems (CFS) safely and expeditiously, we require a complete and accurate bill of lading (BOL) be presented when shipments are picked up by CFS Drivers or dropped off at a CFS Terminal. The BOL is a legally binding document used in the shipping of freight and provides the Carrier details needed to process the freight shipment and invoice it accurately.

The following outlines the processes and fields required for ensuring the updated CFS freight BOL and supporting documentation are completed correctly. The updated version includes provision for attaching CFS pro stickers to the BOL. Please refer to the sample BOL with the numbered fields:

**** Denotes information required if shipping dangerous goods.
DG paperwork must accompany freight/bills of lading.**

1. Consignor or Shipper name and address
2. Consignor account number
3. Date
4. Consignor's reference number
5. Consignee name and address
6. Interline carrier information
7. COD shipment amount
8. Declared value
9. Phone number **
10. ERAP Plan **
11. Type ** if Placards required, indicate type
12. ERAP Phone **
13. Customer Service Quote Number *(if applicable)*
14. # Pieces being shipped
15. Dangerous goods notation **
16. UN # **
17. Description of item being shipped
18. Class **
19. PG **
20. Toxic by inhalation **
21. Weight of the shipment
22. Indicate temperature, if requested by customer
23. Third Party Name
24. Third Party Address
25. Total # packages
26. Actual weight
27. Dimension of shipment
28. Shipper name (print) **
29. Shipper name and signature
30. Date

(see over)

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Other required information to record on the BOL includes:

- Special handling requests
- Freight that is uncrated or personal effects must be noted as Shipped at Owner's Risk or "SOR" – record in body of BOL
- Cube and weight information

Please do not hesitate to contact your Customer Service Representative or Account Manager should you have any questions on the above.

Courtesy Freight Systems