



## TRANSFLO Express® Truck Stop Scanning Cover Sheet

**THIS PAGE MUST BE SCANNED FIRST**

PRO# 

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(ONE PRO PER SHEET)

DRIVER CODE: 

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TRUCK# 

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DATE: 

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**Instructions - Please write clearly to ensure no delays in Settlements**

- 1) You must write the correct PRO number on every piece of paperwork: Cover Sheet, Delivery Receipt, BOL, POD, Logs in date order, Fuel Tickets, Toll Tickets, DOT Inspections, Trip Sheet, and any other load paperwork. **Double check the PRO number! If you do not know your PRO number, Driver Code, or load is not terminated call Dispatch @ 800-727-7225.**
- 2) Go to a TRANSFLO Express™ Truck stop Scan location. Currently, there are approximately 400 participating truck stops nationwide including Pilot Travel Centers, Love's Travel Centers, Bosselman's Travel Centers, Town Pumps, and many independent locations. You can find a list of scan locations at [www.transfloexpress.com](http://www.transfloexpress.com).
- 3) Use one **Truck Stop Scanning Cover Sheet per PRO number**, which should be submitted after the trip is completed or weekly for your logs. Truck stop scanning will initiate the Driver Settlement process. Packard Transport should receive the documents within 60 minutes.
- 4) Proceed to the fuel desk and hand your documents to the cashier. You won't need any cash. Put this **Cover Sheet on top**, and make sure all documents are facing the same direction, tops are lined up correctly, and all staples and paperclips are removed. \*\*\* **Packard will deduct \$0.50 per page (FIRST PAGE FREE) from your settlement. Your use of this service will be the agreement to this charge. \*\*\***
- 5) If you have small receipts that you will be submitting, they should be grouped with like document types and taped to a regular sized sheet of paper. **Paper and tape are provided at any TRANSFLO Express™ Truck Stop scan location.** Cashier will scan the documents for you. It should take about one minute.
- 6) Our **fleet-id is PKDS**. You may be asked to provide this information.
- 7) Upon completion of the scan process, the cashier will return your original documents, and a confirmation receipt. **You must keep the original documents for 60 days or send them to the central office via US Mail.** The DOT regulations allow Packard Transport to accept TransFlo as originals.
- 8) Review the confirmation receipt. Please ensure PKDS is listed as the fleet-id. This determines where the documents will be sent.
- 9) You may view the images on the TRANSFLO Express™ Confirmation Viewer by logging on to [www.transfloexpress.com](http://www.transfloexpress.com) and clicking the "View Documents" link in the top right corner. Once there, simply type the confirmation number in the 4 boxes as it appears on your receipt. You can document delivery, view the images, and save or print the images from this website. Retain this receipt.
  - Do not make photocopies of this sheet. You may download and print a new sheet from the Packard Transport web site [www.packardtransport.com](http://www.packardtransport.com) or call Settlements @ 800-388-5768 to have new forms mailed to you.
  - Do not mark on or near the bar codes. This will cause the truck stop to request additional information from you and may cause your documents to be lost in the system. If there is a mark of any kind on the bar codes, use a new **Truck Stop Scanning Cover Sheet**.
  - Be sure to fill out the entire **Truck Stop Scanning Cover Sheet**. Our system uses Optical character recognition to read the **Truck Stop Scanning Cover Sheet**.

**COD loads are not eligible for TRANSFLO pay off, all COD load paperwork must be sent to the main office for pay off.**

