



# SERVICE ORDER FORM

COMPANY NAME		DATE
COMPANY ADDRESS		SUITE#
CITY	STATE	ZIP
PHONE NUMBER	PRESIDENT/OWNER	
FAX NUMBER	CFO/CONTROLLER	
PRIMARY CONTACT	BILLING CONTACT	

### VALUE ADDED SERVICES (Internal use Only)

#### AUTOMATION

- Speedship \_\_\_\_\_ Number of Users \_\_\_\_\_ Address Book (Import / Export) \_\_\_\_\_ Mail Lists \_\_\_\_\_ 3rd Party Insurance
- UPS WorldShip Software  Thermal Printer  Special Instructions: \_\_\_\_\_

#### UPS

- UPS Daily Pickup  UPS Drop Box  Inbound International  Outbound International Special Instructions \_\_\_\_\_
- Time: \_\_\_\_\_

#### LTL

- Outbound  Inbound  Drop Ship  Tradeshows  Export - International  Import - International
- FREQUENCY: \_\_\_\_\_ week/month QUOTE PROCESS:  Online  Phone  Email

#### FTL

- Outbound  Inbound  Drop Ship  Tradeshows  Export - International  Import - International
- EQUIPMENT TYPE:  Dry Van  Flatbed  Reefer  Other: \_\_\_\_\_
- FREQUENCY: \_\_\_\_\_ week/month QUOTE PROCESS:  Online  Phone  Email

#### INVOICING

- PAPER INVOICE  E-BILLING Email Address(es) \_\_\_\_\_
- CLEARVIEW BILLING: Cost Allocated by: \_\_\_\_\_ SPECIAL NEEDS: \_\_\_\_\_

#### FTL ACCOUNTS ONLY

AS MATERIAL CONDITIONS TO THIS AGREEMENT, THE CUSTOMER AGREES TO THE FOLLOWING; (1) THAT ALL GOODS ARE PROPERLY AND SAFELY LOADED, SUPPORTED, BLOCKED, BRACED, AND SECURED. ALL EXPENSES ARISING OUT OF ANY LOAD SHIFT THAT OCCURS DURING THE TRANSPORTATION DUE TO IMPROPER LOADING, BLOCKING, OR BRACING WILL BE THE CUSTOMER'S RESPONSIBILITY; (2) CUSTOMER MUST PROVIDE NECESSARY SHIPPING INSTRUCTIONS AND PROPERLY IDENTIFY ALL GOODS IN THE BILL OF LADING OR OTHER SHIPPING INSTRUCTIONS; (3) CUSTOMER WILL NOT TENDER ANY RESTRICTED COMMODITIES, INCLUDING BUT NOT LIMITED TO, HAZARDOUS MATERIALS AND WASTE, OVERSIZE OR OVERWEIGHT SHIPMENTS, COILED OR ROLLED PRODUCTS OR COMMODITIES REQUIRING PROTECTION FROM THE HEAT OR COLD WITHOUT PROPERLY IDENTIFYING SUCH SHIPMENTS AND MAKING NECESSARY ARRANGEMENTS FOR THE TRANSPORTATION OF THE SAME; (4) UNLESS CUSTOMER HAS REQUESTED THAT THE CARRIER PROVIDE DRIVER COUNT SERVICES BEFORE DISPATCH AND THE CARRIER PERFORMS SUCH DRIVER COUNT SERVICES, CUSTOMER IS RESPONSIBLE FOR PROPERLY RECORDING THE NUMBER OF PIECES TRANSPORTED AND APPLYING A PROTECTIVE SEAL TO THE LOADED EQUIPMENT; (5) CUSTOMER IS RESPONSIBLE FOR CHECKING ALL EMPTY CONTAINERS OR TRAILERS TENDERED FOR LOADING AND TO REJECT ANY EQUIPMENT THAT IS NOT IN APPARENT SUITABLE CONDITION TO PROTECT AND PRESERVE THE FREIGHT DURING TRANSPORTATION; (6) IF CUSTOMER REQUESTS THAT EQUIPMENT IS TO BE DROPPED AT A LOCATION FOR CUSTOMER'S CONVENIENCE AND LEFT UNATTENDED BY CARRIER, CUSTOMER (AND ITS CONSIGNORS OR CONSIGNEES) WILL NOT LOSE, DAMAGE, OR MISUSE THE EQUIPMENT AND WILL PAY FOR DAMAGES TO THE EQUIPMENT THAT OCCUR DURING OR AS A RESULT OF THEIR POSSESSION OR USE OF THE EQUIPMENT. CUSTOMER FURTHER AGREES THAT IS SHALL DEFEND, INDEMNIFY, AND HOLD WORLDWIDE EXPRESS (WWE), WWE'S EMPLOYEES AND AGENTS HARMLESS AGAINST ANY CLAIMS OR LOSSES CAUSED BY OR RESULTING FROM CUSTOMER'S EMPLOYEES' OR AGENT'S NEGLIGENCE OR INTENTIONAL MISCONDUCT OR CUSTOMER'S EMPLOYEES' OR AGENT'S VIOLATION OF APPLICABLE LAWS OR REGULATIONS. CUSTOMER SHALL ALSO INDEMNIFY WWE FROM ANY ATTEMPTS TO RECOVER FROM WWE BY CUSTOMER'S INSURANCE CARRIER OR ANY OTHER PARTY IN REGARDS TO CLAIMS FOR LOSS, DAMAGE, OR DELAY TO THE GOODS TRANSPORTED. THE OBLIGATION TO DEFEND SHALL INCLUDE ALL REASONABLE COSTS OF DEFENSE. WWE WILL NOT BE LIABLE TO CUSTOMER FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, OR PUNITIVE DAMAGES OF ANY KIND. CUSTOMER ACKNOWLEDGES THAT IT HAS THE SOLE OBLIGATION TO CONFIRM THE CARRIER'S NAME AND MC NUMBER AND TO CHECK TWO FORMS OF IDENTIFICATION, (ONE MUST HAVE PHOTOGRAPHIC IDENTIFICATION), SUCH AS COMMERCIAL DRIVER'S LICENSE AND PROOF OF INSURANCE, BEFORE RELEASING ANY GOODS TO CARRIER. CUSTOMER AGREES TO PAY WWE ANY AMOUNT OWED, CUSTOMER AGREES TO PAY WWE FOR SERVICES RENDERED WITHIN FIFTEEN (15) DAYS AFTER RECEIPT OF WWE'S INVOICE AND DOCUMENTATION COVERING SUCH TRANSPORTATION. SHOULD CUSTOMER FAIL TO PAY WWE ANY AMOUNT OWED, CUSTOMER AGREES TO PAY COLLECTION COSTS, INCLUDING REASONABLE ATTORNEY FEES ON PAST DUE ACCOUNTS. ANY SERVICES IN CONNECTION WITH THIS DOCUMENT ARE PROVIDED BY WORLDWIDE EXPRESS IN ITS CAPACITY AS A PROPERTY BROKER PURSUANT TO ITS PROPERTY BROKERAGE AUTHORITY ISSUED BY THE US DEPARTMENT OF TRANSPORTATION FEDERAL MOTOR CARRIER SAFETY ADMINISTRATION.

EACH OFFICE INDEPENDENTLY OWNED AND OPERATED. SEE WWW.WWEX.COM FOR TERMS AND CONDITIONS.

Weekly Projected Revenue

Salesperson/ID

Manager Authorization

Upload Date/ID

#### CUSTOMER AUTHORIZATION

Customer hereby appoints Worldwide Express to create an account number for UPS and/or LTL/FTL using the information provided above. Customer understands that all shipping services will be provided by UPS and/or our partner freight carriers. Customer agrees to abide by Worldwide Express' Payment Guidelines of net 15 days from invoice date.

Printed Name/Title

Signature/Date

