



TRANSFLO Express® / TripPak Scanning®

Truck Stop Scanning Cover Sheet

THIS PAGE MUST BE SCANNED FIRST

PRO#

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DRIVER CODE:

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TRUCK#

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DATE:

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Instructions - Please write clearly to ensure no delays

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.
If you do not know your PRO number, Driver Code, or the load is not terminated call Dispatch @ 800-727-7225.

2) Use **one Truck Stop Scanning Cover Sheet per PRO number**, which should be submitted after the trip is completed or weekly for off duty logs. Truck stop scanning will initiate the Driver Settlement and Safety processes. Packard Transport should receive the documents within 60 minutes.

3) 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 \$0.51 per page (Truck Stop Scanning Cover Sheet is FREE) from your settlement. *****
***** Your use of this service will be the agreement to this charge. *****

4) Our **fleet-id is PKDS**. You may be asked to provide this information.

5) Upon completion of the scan process you will get a confirmation receipt. **You must keep the original documents for 60 days or send them to the central office via US Mail.**

6) **Review the confirmation receipt. Ensure PKDS is listed as the fleet-id.** This determines where the documents will be sent.

- Do not make photocopies of this sheet. You may download and print a new sheet from the Packard Transport web site 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 system 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**.

All COD load paperwork must be sent to the main office for pay off, DO NOT USE THIS SERVICE.

