

# Ratesheets

- When quoting or bidding on freight, there needs to be a documented acceptance or agreement to the rate you submit
  - We cannot invoice a customer for an order if we cannot provide proof of purchase for the services provided
  - The only exception to this rule, is if we have contracted rates in place that are agreed upon and documented by both parties
- WHAT TO DO:
    1. Prior to dispatching a truck for your order, you must submit your ratesheet
    2. Email: [Ratesheets@beemac.com](mailto:Ratesheets@beemac.com)
    3. Subject: order number(s)
    4. Body of email must contain;
      1. *Copied or forwarded email thread with lane, date, and rate accepted by customer*
      2. *Screen shot/snip of TMS*
      3. *Screen shot/snip of text message*

