



5 Step Guide To Shipping Freight Successfully

**With BONUS
Freight Term Dictionary**

If your new to freight or an experienced pro you can use the [Imotion Logistics](#) guide to understand the process and terms used in the Freight/Transportation industry or use it as a refresher.

If you have any questions feel free to call us at : **877-777-5261**

Step 1 Shipping To and From.

Let us state the obvious. You need to know where your picking up from and delivering to.

So you need to provide a Company name/ Name and address with City state and Zip.
For both the pickup and delivery.

The Zip is important because it can define freight rates base on the difficulty where you pick up from and where you deliver within the city.

Also, you need to know if this is a shipping dock pickup and delivery or if you need special equipment on either side. An example would be a pickup at a warehouse dock and a delivery at a strip mall with no shipping dock.

The pickup:

The truck will just be loaded from the dock with the warehouse forklift (no special services)

The delivery:

The truck will require a **liftgate** and potentially an **inside delivery**, done by the driver with a pallet jack. This is assuming the freight is palletized.

The driver will take the freight off the truck and roll it into the store/location at the strip mall.

The liftgate and inside delivery will be an additional fee or an **Accessorial**. If these accessories where not requested during the quoting process, there will be an **adjustment** from the original quote. Also, they may need to delay the delivery if the truck at the delivery location does not have the correct equipment (additional charge if they need to offload to a different truck and come back for delivery).

You need to know specifics on the pickup and delivery location(s) for a successful shipment.

Is it from/to a commercial/business location?

Is it from/to a Residence?

Is there a Loading Dock?

Do you need an appointment?

Is there municipal restrictions on trucks, time or days?

In certain Boroughs and streets within Manhattan New York, restrictions exist on what type of truck you can use and the day and time you can pick up and deliver.

If you take the steps to manage your shipment and prepare upfront you can mitigate the unexpected.

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Step 2 Freight specifics.

It is important to know the correct dimensions and weight and commodity of your LTL (Less Than Truckload) freight/shipment. This information determines the freight's classification and allows the carrier to provide an accurate quote. All carriers check the dimensions and weight of the freight and will make adjustments if it does not match up with the original quote.

See picture below for the measuring of a pallet.



As you see you in the picture, provide the width x length x height with the total weight.

This information must be provided for all the pallets in your LTL shipment.

Step 3 Special Requests.

Things to think about on your pickup and delivery:

Do you need a truck with a liftgate?

Do you need the driver to make an inside delivery?

Do you need the driver to unpack and remove the trash?

Is this a Drop ship or a blind shipment?

Does the carrier need to call ahead to verify or meet a specific contact for pickup or delivery?

Do you need a pickup or delivery appointment?

Provide all the details when you request a quote so you can avoid surprise charges.

Worse yet, if you have a botched pickup or delivery for not having the correct manpower or equipment you will incur additional charges for the attempt and return (with the correct equipment) to complete the job.

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Step 4 Packaging.

It is critical that your freight is packaged correctly to protect the contents.

Multiple boxes should be palletized that are banded and shrink wrapped.

There should not be any overhang of the boxes off the edge of the pallet. Since the pallets are being loaded and unloaded by forklifts an overhanging box can be damaged along with the contents.

Although you can claim damage at the time of delivery it can be attributed to insufficient/incorrect packaging. Also, damage inside a box or carton (concealed damage) will not be visible until it is unpacked/open.

It is always better to invest in the correct and sufficient packing material to prevent damage. Cartons with content protection (bubble wrap, foam, paper) Correct sized pallets, banding, cardboard pallet corners and shrink wrap is always good insurance to prevent damage from your freight's journey.

Step 5 Documentation.

The Bill of Lading or (BOL) should be provided to the carrier at the time of pickup.

The BOL is your receipt for the shipment. The BOL travels with the shipment and is needed to verify the freight and delivery process. It contains all the information regarding your shipment.

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BONUS FREIGHT TERM DICTIONARY

A

Accessorials - The term used for extra services that require more than loading dock-to-loading dock freight transportation (dock-to- dock) . Special service(s) could include : Special equipment like liftgates and Pallet Jacks. Delivery to retail destinations like shopping malls, stand alone stores, events, strip malls, inside pickup and/or delivery. Unpacking of freight and disposal of packing material can be requested.

Adjustments - Costs that are adjusted as a result of the provided weight and dimension of the freight is different than what was provided for the Quote. Also, adjustments can occur because of added services performed such as using a liftgate and inside delivery. These adjustments are added after a shipment has delivered.

Agent - A company or individual who conducts business on behalf of another person or company with full or limited decision-making authority. In shipping, an agent provides services to help facilitate the successful shipment.**b**

B.

Bill of Lading (BOL) – It is the legally binding contract between the shipper , carrier and broker/agent. It defines all aspects of the freight shipping agreement including what is being shipped and to whom.

Blind Shipment – Usually used for a drop shipment. When a manufacturer/supplier ships something on behalf of a retail store/retail website. The shipper (Mfg./Supplier) and receiver (retail customer) are not aware of one another. The bill of lading lists the party that paid for the shipment as the shipper or receiver of the freight shipment.

C

Classification - Freight classification that is assigned to a shipment for the purpose of applying transportation charges. Used for less than truckload (LTL) shipments.

Common Carrier – Is a less than truckload (LTL) carrier that consolidates and deconsolidates freight for multiple customers/clients while offering a set route and rate.

Concealed Damage - Is damage not visible until the freight is unpacked or the carton is opened.

Consignee - The company/person who is responsible for the cost of a freight shipment. Usually the receiver of the shipment.

Consolidation - When two or more freight shipments are combined to save money on shipping costs. This is used in less than truckload shipping (LTL) with multiple stops before reaching the destination.

Container – Containers are used for intermodal shipping. They fit on standard trucks, rail cars and container ships.

Cubic Capacity - A truck, train or ships total freight load capacity that is measured in cubic feet. This load capacity cannot be legally exceeded.

Customs Broker - A company that is licensed by the Treasury Department to act on behalf of United States freight importers/exporters with respect to U.S. Customs transactions.

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E

Exceptions - When there is damage, or a freight shortage discovered at the time of delivery. The receiver indicates the exception on the bill of lading (BOL) before it is signed. This is to acknowledge there was a problem with the shipment.

I

Inbound Freight - Shipments coming from vendors.

Intermodal Transportation - Using multiple modes of transportation. Normally it refers to truck-rail-truck shipments. Also could include truck to air (airfreight) or truck to ship.

L

Less Than Truckload or LTL - If you are shipping one pallet of freight it would be a LTL shipment that is consolidated with other customers freight on the same truck.

M

Motor Carrier - defines a company/person providing motor vehicle transportation for compensation.

Motor Property Broker - Freight broker makes freight shipping arrangements on behalf of a person or company.

T

Time-Critical –A freight shipment that is scheduled for the fastest delivery possible.

Time-Definite – A freight delivery scheduled for a specific day and/or time.

Transit Time - The time it takes from pickup to delivery.

Truckload (TL) – A full truckload of freight that fills or maxes out the weight limit of the entire trailer (volume or weight). Usually used by one customer.

W

Warehousing - Storage of goods for a specified period of time..