

BEFORE YOU SEND THIS

Detention gets denied on paperwork far more often than on principle.

THE CLAIM IS ONLY AS GOOD AS THE CLOCK

Almost every denied detention claim comes down to the same thing: the times are approximate. "I sat about four hours" is not a claim, it is a memory. Four timestamps make it a claim — arrived, checked in, loaded or unloaded, departed.

Write the times down at the gate, not at the end of the day. Guard shack in and out stamps, the check-in window, the dock. If there is a sign-in sheet, photograph your line on it before you pull off. That photo is worth more than anything you can write afterward.

KNOW YOUR OWN FREE TIME BEFORE YOU ARGUE

Free time comes from the rate confirmation, not from what the shipper says at the desk. Two hours is common; some contracts say one, some say three, and some quietly say none. Read yours before you file, because a claim that starts counting from the wrong hour gets denied on the first line and never recovers.

FILE IT FAST

Most carriers and brokers have a filing window — often 24 to 48 hours, sometimes a week. A claim that is right but late is worth the same as a claim that is wrong. If you can send it from the truck before you take your break, do that.

WHAT TO ATTACH

- Rate confirmation showing the free-time terms and the detention rate
- Signed BOL with in and out times if the facility stamped it
- Photo of the sign-in sheet or gate ticket
- Anything with an automatic timestamp — a fuel or scale receipt near the gate puts you in that town at that hour

DATE _____

FROM — YOUR BUSINESS

TO — CARRIER / BROKER

MC / DOT

EMAIL

RE: DETENTION CLAIM

LOAD / PRO NUMBER

DATE OF SERVICE

PICKUP OR DELIVERY

FACILITY NAME AND CITY

Please find below a detention claim for the load listed above.

EVENT	TIME	EVIDENCE
Arrived at facility		
Checked in		
Loading / unloading began		
Released from facility		

CALCULATION	HOURS	RATE	AMOUNT
Total time on site		—	—
Less contracted free time		—	—
Billable detention			

Free-time terms and the detention rate above are taken from the rate confirmation for this load, attached. Supporting timestamps are attached as noted in the table.

Please advise if anything further is needed to process this, or confirm it will appear on settlement

_____.

Thank you,

SIGNATURE

PRINTED NAME

PHONE

Attachments: rate confirmation · signed BOL · gate or sign-in evidence