

GETTING PAID ON THE FIRST PASS

An invoice does not get paid late because it was wrong. It gets paid late because something was missing.

SEND THE PACKET, NOT THE INVOICE

Broker accounts payable works off a complete file. An invoice that arrives alone goes into a pending pile until somebody has time to chase the paperwork, and nobody ever has time. Send the invoice, the signed BOL and the rate confirmation together in one email and you skip that pile entirely.

The signed BOL is the one that stops the clock. Not the pickup copy — the one with the receiver's signature on it. If it is illegible, photograph it in daylight against something flat and send that too. A scan nobody can read counts as no scan.

BILL THE ACCESSORIALS ON THE SAME INVOICE

Detention, layover, lumper, tarp, extra stops, driver assist, reconsignment. These are the lines that quietly go unbilled — not because they were denied, but because by the time the invoice went out, the day they happened had blurred. Each one needs the rate confirmation to back it and a number beside it. If it is not on the invoice, it is a gift.

NUMBER YOUR INVOICES AND NEVER REUSE ONE

Sequential, no gaps, one per load. When a payment shows up short six weeks later, the invoice number is how you find out which load it belonged to in under a minute instead of an afternoon. It is also the first thing an accountant asks for.

PUT YOUR TERMS ON IT

Net 30 is standard; quick-pay is usually offered at a discount, and the discount is real money — worth doing the arithmetic before you take it as a habit. Whatever you agree to, print it on the invoice. Terms that live only in a phone call are terms you will lose.

INVOICE

INVOICE # _____

DATE _____

FROM

BILL TO

MC / DOT

THEIR LOAD / PRO NUMBER

PICKUP — CITY, STATE

DELIVERY — CITY, STATE

DELIVERED ON

DESCRIPTION	QTY / HRS	RATE	AMOUNT
Linehaul			
Fuel surcharge			
Detention			
Layover			
Lumper / unloading			
Extra stop(s)			
Tarp / driver assist			
Total due			

PAYMENT TERMS

REMIT TO

ATTACHED WITH THIS INVOICE

- ☐ Signed bill of lading (receiver copy)
- ☐ Rate confirmation
- ☐ Lumper / scale / accessorial receipts
- ☐ Detention timestamps, if billed above

Questions on this invoice: _____