PORT SIDE LOGISTICS LLC

EST. 2022

DATE: _____

EIN #: _____

NEW CUSTOMER PROFILE

GENERAL CONTACT INFORMATION

Full Customer Name:	

Corporate Address:	Address Line 1: Address Line 2: City: State: ZIP:
Mailing Address:	Address Line 1: Address Line 2: City: State: ZIP:
Primary Contact:	Name: Email: Phone:

ACCOUNTS PAYABLE INFORMATION

Primary AP Contact:	Name: Email: Phone:
Secondary AP Contact:	Name: Email: Phone:

Where & how should Invoices be submitted?	

Are signed PODs required?	☐ Yes	☐ No	Additional Details:
Are scanned copies acceptable?	☐ Yes	☐ No	Additional Details:
How should Accessorials be billed?	☐ With Original Invoice	☐ Separately	Additional Details:
Additional Invoicing Requirements:			

OPERATIONS INFORMATION

Operations Contact:	Name: Email: Phone:

How will orders be Tendered ?	☐ Email	☐ EDI	☐ Web	☐ Other:
What is used to determine mileage?	☐ PCMiler	☐ Rand McNally	☐ Other:	

Specific types of cargo being shipped:		**Maximum value of cargo in any single load:**	
Are there any hazardous materials?	☐ No	☐ Yes, Details:	

Who is responsible for the count?	☐ Shipper Load & Count	☐ Driver Responsible
Will loads be sealed by shipper?	☐ Yes	☐ No
- Will loads be re-sealed at intermediate stops?	☐ Yes	☐ No
Are lumpers ever required?	☐ Yes	☐ No
- Are lumpers billable back to the customer?	☐ Yes	☐ No
- Are receipts required for reimbursement?	☐ Yes	☐ No
Do loads ever require pallet exchange?	☐ Yes	☐ No
- Are pallets billable back to the customer?	☐ Yes	☐ No
- Are receipts required for reimbursement?	☐ Yes	☐ No
Is refrigeration or freezing temperature required?	☐ Yes	☐ No
- Will the BOLs indicate the required temp?	☐ Yes	☐ No
What are the procedures for any OS&D?		
- How will claims be handled?		

We look forward to serving you!