



Dear Valued Carrier:

Thank you for your interest in FASTLANE AMERICAS. Fastlane Americas

is privately owned.

For your reference, Fastlane Americas, Inc. pays all carriers within 30 days of receipt invoice, provided a correct Proof of Delivery (POD) accompanies the invoice. When freight is tendered to you, it will include fuel surcharge. Please have your representative review and fax back the load tender confirmation with their signature. Should there be a discrepancy of the agreed upon amount, please confirm with our CSR the correct amount before accepting the dispatch. There will be no additional fuel paid on invoices after the loads are tendered regardless of your individual fuel chart.

Current program requirements include:

- ✓ Hold a valid MC# and associated authority to operate or DOT# (if one state only)
- ✓ Valid insurance
- ✓ If you have a conditional safety rating - you must provide a letter stating what actions are being taken to rectify
- ✓ Four (4) CSA alerts – you must provide a letter stating what actions are being taken to rectify
- ✓ **CANNOT** have five (5) CSA alerts

Please send the necessary documentation via e-mail or fax to:

E-Mail: carriers@fastlaneamericas.com

Fax: 514-336-0111

It is our goal to have a close relationship with our carriers. We look forward to working with you!

NEW CARRIER DOCUMENT CHECK LIST

Carrier Name: _____

Please provide the following documents. Failure to provide all of the required documents will forfeit your consideration as a carrier for Fastlane Americas, Inc.

___ Carrier Profile

___ Signed BROKER/CARRIER contract

___ W-9

___ MC Authority Document

___ Certificate of Insurance

(Listing Fastlane Americas, Inc. as the certificate holder)

***** Please email or fax your complete carrier packet to carriers@fastlaneamericas.com or fax to (514) 336-0111 *****

CARRIER PROFILE

(Complete all fields, use N/A where not applicable)

SCAC CODE: _____ **MC#:** _____ **US DOT #** _____ **Federal ID#:** _____

*Company Name: _____

DBA: _____

*Physical Address: _____

*City: _____ *State: _____ *Zip: _____

*Phone: () _____ *Toll Free #: () _____ *Fax: () _____

*Mailing Address: _____

*City: _____ *State: _____ *Zip: _____

*Pricing Contact: _____

Operations Manager: _____ *E-Mail: _____

Mail: _____

Claims Contact: _____ E-Mail: _____

Do you have EDI capability? **YES or NO** Do you have HAZ MAT Certification (HM 232)? **YES or NO** (Expiration Date: _____)

How many teams do you run? _____

of Tractors _____ Satellite equipped? **YES or NO** If no, method of communication _____

of Trailers _____

List # of Trailers by type: V53___ V48___ R53___ FB___ SD___ DD/RGN___ Air Ride___ E-Trac___ Stretch___ Plate___

Zones Served:

Canada: Circle province AB BC MB NB NF NS ON PE PQ SK Mexico? YES OR NO

Specific Lanes (Origin State → Destination State):

Minority Owned?

Yes or No

_____ → _____

Asian Indian Hispanic

_____ → _____

Asian Pacific Native American

_____ → _____

Black (African American) Native Hawaiian

_____ → _____

Eskimo/Aleut Woman-Owned

FASTLANE AMERICAS.
BROKER/CARRIER CONTRACT

This Broker/Carrier contract (the "Contract") is made this ___ day of 20__ between ___ ("Carrier"), and Fastlane Americas ("Broker"), a Canadian Corporation, operating under MC-608497.

NOW therefore, in consideration of the mutual covenants, conditions, and agreements set forth in this agreement, the parties agree as follows:

1. Time Period. Broker agrees to offer Carrier to transport as a motor contract carrier, on a non-exclusive basis, shipments for carriage between points that the Carrier is authorized to serve. It is Carrier's responsibility to refuse any shipment that would violate any part of its authority. Contract shall be for one (1) year and will automatically renew unless terminated in writing with 30 days notice by either party. This agreement shall be deemed in effect upon receipt and signing by Broker of copy signed by Carrier. Broker may suspend or terminate this Contract immediately if Carrier has 4 or more CSA 2010 Alerts, a Conditional or Unsatisfactory Safety Rating, major service failures or double brokering history.
2. Carrier's Obligations.
 - a. Services: Carrier shall accept said shipments and perform transportation services in a prompt, safe, efficient and timely manner, and in conformity with all federal, state, and local laws and regulations, including compliance with FMCSA regulations restricting the use of hand-held mobile telephones by drivers of commercial vehicles.
 - b. Authorities and Licenses: Carrier warrants that it will provide transportation of shipments as a fully qualified motor carrier and that it holds all required federal and state licenses and operating authorities, will comply with all applicable insurance requirements, and will maintain at all times a satisfactory safety rating from the Department of Transportation ("DOT") or any other governmental agency issuing fitness ratings. If Carrier's safety rating declines at any time during this Contract's term, Carrier will immediately (within 24 hours) notify Broker. Carrier will comply with all applicable federal, state, and/or local laws, regulations or ordinances (including obtaining all needed permits and licenses), and any representations or contractual clauses required thereby will be incorporated by reference or by operation of law into this Contract. Additionally, Carrier warrants that it will use only properly licensed drivers to operate the necessary equipment. Carrier will attach copies of its operating authorities to this contract when signed and returned to Broker. Should any BOL list Broker as "Carrier", it is hereby agreed that this shall be for the Broker's customer's convenience only and not interpreted as subjecting the Broker to the liability standards of a motor carrier as defined in federal, state and local regulations, laws, ordinances or statutes.
 - c. Equipment: Carrier shall transport all accepted shipments on equipment owned or permanently leased to Carrier. No shipment may be sub-leased or rebrokered to another carrier. Equipment (tractors and trailers) shall meet all safety requirements and shall have all routine maintenance performed promptly according to manufacturer's specifications. No trailers will have been used to carry hazardous materials, garbage, refuse, or animal waste products.
 - d. Independent Contractor: Carrier will perform its transportation services as an independent contractor and will not for any purpose be an agent for Broker. Carrier's employees and permanently leased operators will not be considered employees of Broker. Carrier is responsible for payment of all costs, expenses, wages, fines, taxes or other amounts normally associated with employees and permanently leased operators. This contract is non-exclusive and as such both parties may service other brokers and carriers.

- e. Billing: Broker will have the exclusive right to bill it's customer for all appropriate charges. Carrier shall not invoice or honor or pay any other payment solicitation from Broker's customer.
- f. Time of the Essence: Carrier understands that TIME IS OF THE ESSENCE in the pick-up, transport and delivery of each and every shipment. Carrier will provide transportation with reasonable dispatch and use all reasonable efforts to meet all prearranged pickup and delivery times and will communicate in a timely manner any inability to meet such times. Shipment Documentation: Carrier shall be provided with a written confirmation sheet that shall contain, in summary form, the details of each offered shipment. Such details will include pertinent information for pickup, delivery and payment for services. Carrier shall fax or otherwise transmit to Broker a signed copy of the confirmation sheet signifying agreement with all terms of the shipment. Each shipment pursuant to this agreement shall be evidenced by a written Bill Of Lading ("BOL"). Carrier will sign BOL as the motor carrier which shall serve as prima facie evidence of the kind and quantity of property being shipped and verification of the condition of the shipment at time of pickup. Any discrepancies in count or condition of the shipment shall be noted on the face of the BOL and signed by shipper's representative and Carrier's driver. Carrier's responsibility for shipment shall cease upon obtaining consignee's signature upon delivery. Carrier shall notify Broker within 24 hours of any shortages, overages or damage to shipment. Payment to Carrier is dependent upon Broker's receipt of original, signed BOL and other shipping documents including but not limited to, packing lists, accessorial charges, lumper receipts or other reimbursable expenses. Any terms and conditions related to this shipment that appear on the BOL shall be subordinate to the terms of this agreement.
- g. Shipment Documentation: Carrier shall be provided with a written confirmation sheet that shall contain, in summary form, the details of each offered shipment. Such details will include pertinent information for pickup, delivery and payment for services. Carrier shall fax or otherwise transmit to Broker a signed copy of the confirmation sheet signifying agreement with all terms of the shipment. Each shipment pursuant to this agreement shall be evidenced by a written Bill Of Lading ("BOL"). Carrier will sign BOL as the motor carrier which shall serve as prima facie evidence of the kind and quantity of property being shipped and verification of the condition of the shipment at time of pickup. Any discrepancies in count or condition of the shipment shall be noted on the face of the BOL and signed by shipper's representative and Carrier's driver. Carrier's responsibility for shipment shall cease upon obtaining consignee's signature upon delivery. Carrier shall notify Broker within 24 hours of any shortages, overages or damage to shipment. Payment to Carrier is dependent upon Broker's receipt of original, signed BOL and other shipping documents including but not limited to, packing lists, accessorial charges, lumper receipts or other reimbursable expenses. Any terms and conditions related to this shipment that appear on the BOL shall be subordinate to the terms of this agreement.
- h. Cargo Loss or Damage: Carrier shall have exclusive care, custody and control of cargo from the time Carrier's driver signs for the shipment until the consignee signs upon receipt. Carrier assumes complete liability for the full value of any loss, damages, expenses, or other liabilities related to the transportation of cargo under this agreement. In the event of a loss or damage to cargo, Carrier shall have no right of salvage or disposal without Broker and Broker's customer's written authorization. Carrier will promptly acknowledge receipt of all claims in writing within 30 days and process all claims and arrange payment within 90 days of the loss or damage event. Broker or Broker's customer shall have the right to (A) file a claim up to nine (9) months after the date of damage or loss and (b) bring suit against Carrier within two (2) years of the date of the written disallowance of the cargo claim.
- i. Rates: Each shipment shall be summarized in a confirmation sheet that will be transmitted to Carrier. Confirmation will contain information regarding the nature of the shipment, the pickup date and time, delivery date and time, special

handling instructions and the rate to be paid by Broker for the successful delivery of the shipment. Carrier shall transmit and Broker shall have received signed acceptance to Broker prior to being authorized to pickup shipment.

- j. Insurance: Carrier shall procure and maintain at its own cost, with financially dependable insurance companies, the following coverages:
- i. Comprehensive General Liability – a minimum of \$1,000,000 combined single limit per occurrence insurance protecting against claims for bodily injury, including death, and loss or damage to property. In any event, policy limits shall not be less than any federal, state or other governmental organizations minimum required amount for motor carriers.
 - ii. Auto Liability -a minimum of \$1,000,000 combined single limit per occurrence insurance protecting against claims for bodily injury, including death, and loss or damage to property. In any event, policy limits shall not be less than any federal, state or other governmental organizations minimum required amount for motor carriers. Such policy shall cover any or all owned, rented, leased or otherwise hired autos. Workers'
 - iii. Compensation and Employers' Liability – in amounts required by statute where services hereunder will be performed, covering Carrier and its employees but not less than \$500,000. Broker or Broker's customers shall have no responsibility to either defend or pay any sum related to any workers' compensation claim made by any Carrier employee or contractor.
 - iv. Cargo Liability – an amount of at least \$100,000 covering any and all damages or losses related to cargo in the care, custody and control of Carrier. Such insurance shall contain no exclusions, limitations or restrictions conflicting with the transportation of cargo under this agreement (including, but not limited to items such as unattended equipment, unattached equipment, unlisted equipment, employee theft or dishonesty).
 - v. All Policies – Broker shall be named as an "additional insured" on all policies related to this contract except for cargo coverage where Broker will be listed as "loss payee". Prior to carrying a shipment and annual thereafter, Carrier shall furnish Broker with a certificate of insurance, from a reputable insurance broker, listing all required coverages, limits, exclusions and endorsements as noted above. All policies shall be primary in coverage and Broker shall have no obligations to pay any premiums related to the required insurance. The limits required herein are not to be interpreted as limiting the Carrier's liability for any claims, lawsuits, causes of action, demands or losses. Carrier shall promptly notify Broker of any cancellation, potential cancellation, material reduction in coverages or coverage levels. All deductible amounts are the responsibility solely of the Carrier
- k. Indemnification: CARRIER SHALL INDEMNIFY, DEFEND AND HOLD HARMLESS, BROKER, ITS AFFILIATES AND ITS CUSTOMERS FROM ANY AND AGAINST ALL LOSSES ARISING OUT OF OR IN CONNECTION WITH THE TRANSPORTATION SERVICES PROVIDED UNDER THIS CONTRACT, INCLUDING THE LOADING, UNLOADING, HANDLING, TRANSPORTATION, POSSESSION OR CUSTODY OF CARGO OR PERFORMANCE OF THIS CONTRACT BY CARRIER OR ANY CARRIER REPRESENTATIVE. "LOSSES" MEAN ANY AND ALL LOSSES, LIABILITIES, OBLIGATIONS, DAMAGES, PENALTIES, ACTIONS, CAUSES OF ACTIONS, CLAIMS, SUITS, DEMANDS, COSTS AND EXPENSES OF ANY NATURE INCLUDING REASONABLE ATTORNEY'S AND PARALEGAL FEES AND OTHER COSTS OF DEFENSE, INVESTIGATION, SETTLEMENTS, COSTS OF CONTAINMENT, CLEANUP AND REMEDIATION OF SPILLS, RELEASES OR OTHER ENVIRONMENTAL CONTAMINATION AND COST OF ENFORCEMENT OF THESE INDEMNITY OBLIGATIONS. THIS INDEMNIFICATION OBLIGATION WILL SURVIVE AFTER TERMINATION OF THIS CONTRACT.

then said provision shall be considered severed from this agreement but only to the extent of the invalidation, unenforceability or unconstitutionality. All remaining provisions shall remain in full force.

5. Authority: Each party warrants that the person signing this agreement has the authority to do so within the Bylaws of the corporation

CARRIER

FASTLANE AMERICAS

Print name

Print name

By: _____

By: _____

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Address: _____

Phone Number: _____

Carrier Invoicing Requirements

Dear Carrier:

Thank you for doing business with Fastlane Americas. We would like to provide you with the invoicing requirements of Fastlane Americas to insure you are paid accurately and we receive all necessary documentation to invoice our customer. If you are a new carrier with us, this form must be read, signed and returned with your carrier packet.

Please follow these **simple** steps to insure prompt and accurate payments!

Submit the following **REQUIRED** documents:

1. Carrier Invoice
 - A. The Fastlane PB order number must be referenced on the carrier invoice. This number can be found on the rate confirmation.
 - B. Only bill for **ONE** load per invoice.
 - C. All charges must be billed on the original invoice to include the line haul and **ALL** accessorial charges with all **FASTLANE'S CONFIRMATION SHEET**.
 - D. A remittance address and/or factoring company **MUST** be on invoice. We must receive an **ASSIGNMENT** letter from the factoring company to pay them directly. If you discontinue factoring we must receive a **RELEASE** letter. It is your responsibility to provide this documentation.

2. The BOL/POD must be signed by the consignee.

3. Accessorial Charges:
 - A. If you are invoicing for detention, the in/out times must be on the BOL/POD. Please notify dispatch of detention at time of occurrence. Please make sure to read your RCS as each customer may have individual requirements concerning detention.
 - B. If you are invoicing for lumpers, you will need to inform FASTLANE at the time of occurrence and provide a copy of the receipt with your invoice.

Please note, failure to provide all required documentation will result in non-payment until everything has been received.

Fastlane Americas offers two payment options:

Whether you are a Canadian or US carrier, we offer ACH direct deposit payment. You can choose one of the three options:

- Net 30 days, upon receipt invoices and PODs
- 5 business days, with 1.5% discount
- 48 hours, with 5% discount

For setting up ACH direct deposit payment, or quick pay option, please fill out the attached form and send it to payables@fastlaneamericas.com

For payment status, please contact Tina Phan at (514) 336-6666 Ext. 223
payables@fastlaneamericas.com

Please note for daily invoicing, all documents shall be sent to receivables@fastlaneamericas.com

FASTLANE AMERICAS Detention and Lumper Policies

Carrier Detention Procedure

To insure proper payment for detention and lumper fees while on an FASTLANE AMERICAS load, the following procedures must be followed to receive payment. If we do not have proper notification allowing us to notify our customer and get detention/lumper approval, we cannot guarantee payment.

Notification Procedures:

1. Carrier **must notify** FASTLANE AMERICAS, within **24 hours** of the time the detention occurred.
2. Carrier **must provide the following** information
 - Load #
 - Scheduled Appointment Time
 - Driver's Arrival and Departure Time**Contact: The person the load was booked with**

Follow up Procedures with Documentation:

1. **Within 24 hours** the driver must fax bills with arrival and departure times on the bills to: (514) 336-0111
 - **Note:** If the shipper or consignee will not put times on bills please have the driver write the times on the bills FASTLANE AMERICAS Load # and fax them in **within 24 hours**.
2. FASTLANE AMERICAS will **refax a rate confirmation with the additional money for detention within 24 hours** from the time we received the faxed bills from your driver.

FASTLANE AMERICAS Guidelines:

A minimum of **TWO HOURS FREE TIME** will be allowed dependent upon the FASTLANE AMERICAS account. FASTLANE AMERICAS deals with many different shippers and receivers and all do not have the same requirements.

*****Detention pay is based on the Contracted Rate that FASTLANE AMERICAS has with each customer. *****

Carrier Lumper Procedure

1. We require notification of a lumper **within 24 hours** of the delivery. Please contact the person that you booked the load with.
2. We require a valid lumper receipt to be faxed into (514) 336-0111 within 24 hours of the delivery appointment time.

*****PLEASE BE ADVISED*** ANY DEVIATIONS TO THE ABOVE REQUIREMENTS
WILL RESULT IN NON-PAYMENT OF DETENTION/LUMPER CHARGES**