


waybill guide

Proper preparation of waybills will reduce the likelihood of accessorial charges, as well; it will assist in assuring that your freight is not delayed by unnecessary confusion. To better help you prepare your waybills, follow the step-by-step guide below.

PLEASE PRINT CLEARLY	1. DATE DAY MONTH YEAR		SHIPPER'S ACCOUNT NUMBER 2.		SHIPPER'S REFERENCE 3.		 EX0000000001 EXPRESS a division of Kindersley Transport Ltd 1.888.844.3724 kindersleytransport.com		
	SHIPPER 4.								
	ADDRESS								
	CITY		PROVINCE		POSTAL CODE				
	RECEIVER 5.			RECEIVER ACCOUNT NUMBER			11. <input type="checkbox"/> ENVELOPE <input type="checkbox"/> PAK <input type="checkbox"/> EXPRESS <input type="checkbox"/> PREPAID ▷ PAYMENT AMOUNT RECEIVED \$ <input type="text"/> DECLARED VALUE \$ 13. <input type="checkbox"/> COLLECT 12. <input type="checkbox"/> 3RD PARTY ▷ ACCOUNT NUMBER <input type="text"/> MAKE CHEQUE PAYABLE TO: KTL EXPRESS <input type="checkbox"/> CREDIT CARD ▷ CARD TYPE <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX EXPIRY DATE		
	ADDRESS								
	CITY		PROVINCE		POSTAL CODE				
	ATTENTION		PHONE NUMBER		SPECIAL INSTRUCTIONS				
	TOTAL PIECES 6.		WEIGHT 7.		<input type="checkbox"/> LBS <input type="checkbox"/> DANGEROUS GOODS <input type="checkbox"/> KGS <input type="checkbox"/> HEAT 8.		BILLING COPY		
	SHIPPER'S SIGNATURE X 9.			PHONE NUMBER 10.					
SEE TERMS AND CONDITIONS ON REVERSE (For full terms & conditions visit our website) The amount of any loss or damage for which the carrier may be liable, shall not exceed \$2.00 per pound (\$4.41 per kilogram) computed on the weight of the damaged items, unless a higher value is declared on the face of the bill of lading by the consignor.									
14.		DESCRIPTION		WEIGHT		DIMENSIONS			
						L X W X H			
						L X W X H			
						L X W X H			
						L X W X H			
						L X W X H			
						L X W X H			
COURIER'S SIGNATURE X 15.		UNIT #		TIME		DAY MONTH			

1. Date

- Indicate the Day, Month and Year the shipment is to be moved on

2. Shipper's Account Number

- If you already have a Kindersley Transport Ltd. – Express account, indicate your 6 digit account code
- If you DO NOT have an account, leave this field blank – Note: If no account, prepaid shipments must be paid for at time of pick up. If you would like to set up an account, please visit our website, www.kindersleytransport.com and complete the Credit Application Form

3. Shipper's Reference Number

- If the shipper has a reference number (ex: PO number, invoice number) that is required by the shipper or consignee, that number can be put here and Kindersley Transport Ltd. will enter that information into our system so it appears on invoices and pro bills

4. Shipper (Name and Point of Origin)

- Shipper – indicate the name or company shipping the shipment
- Address – indicate the shipper's address (where the shipment will be picked up from)
- City – indicate the shipper's city
- Province – indicate the shipper's province
- Postal Code – indicate the shipper's postal code, otherwise an address correction charge may be applied

5. Receiver (Name and Destination)

- Receiver - indicate the name or company receiving the shipment – Must use full name (no abbreviations)
- Receiver Account Number – if the receiver has a Kindersley Transport Ltd. account, indicate the 6 digit account code
- Address – indicate the receiver's full address
- City – indicate the receiver's city
- Province – indicate the receiver's province
- Postal Code – indicate the shipper's postal code, otherwise an address correction charge may be applied
- Attention – indicate who the shipment is intended for

- Phone Number – indicate a phone number of the receiver – by providing a phone number, it will allow Kindersley Transport Ltd. to make contact with the recipient should he/she be unavailable at time of delivery
- Special Instructions – if applicable, indicate any additional information that will be useful to facilitate delivery of the shipment

6. Pieces

- Indicate the total number of pieces being shipped

7. Weight

- Indicate the total weight of all pieces being shipped
- This weight should be the chargeable weight (greater of actual weight or cubed weight)
- Kindersley Transport Ltd. reserves the right to scale or cube the shipment if it is believed that the weight indicated is not 100% accurate

8. Special Services Required

- Should your shipment require Dangerous Goods and/or Heat, check the appropriate box

9. Shipper's Signature

- Signature of representative that is shipping the freight

10. Shipper's Phone Number

- Provide a phone number in which you can be reached should additional information be required

11. Freight Type

- Select the type of freight that is being shipped; Envelope / Pak / Express

12. Payment Method

- Select the type of payment method that will be used
 - *Prepaid* means that the shipper is paying for all charges associated with the bill
 - *Collect* means that the receiver is paying for the charges
 - *3rd Party* means that a different company (not shipper or receiver) is paying for the charges. If the shipment is to be billed to a Third Party, that company's account number with Tiger Courier must be noted in the field provided

13. Declared Value

- Should your shipment exceed \$ 2.00/lb in value, provide a Declared Value to obtain additional insurance. This will ensure that the actual value is used in the event of a claim
- According to national legislation, the amount of any loss or damage for which the carrier may be liable shall not exceed \$ 2.00 per pound (\$4.41 per kilogram) computed on the total weight of the shipment, unless a higher value is declared on the face of the bill of lading by the consignor

14. Pieces

- Indicate the total number of pieces being shipped along with description, weight and dimensions of all pieces being shipped

15. Courier's Signature

- Signature of the Kindersley Transport Ltd. representative that picked up the freight