TRANSFLO Express®
Trip Sheet

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SEVENOAKS CAPITAL ASSOCIATES, LLC

Scan all related trip Documents at any TRANSFLO Express™ Truckstop as soon as practical.

Date:_____   Company:_____

Tractor/Trailer No: _____   Driver: _____

Frt Bill / PRO #:_____   Misc:_____

Instructions

1) Go to a TRANSFLO Express™ Truck stop Scan location. You can find a list of scan locations at www.transfloexpress.com. Any Pilot or Loves locations have the truck stop scanning capability.

2) One tripsheet per load and one load per scan which should be done as soon as practical after the trip is completed. Truck stop scanning will drive the Billing and Driver Payroll process, so please do not keep in your possession more than one trip at a time which has not been truckstop scanned.

3) Proceed to the fuel desk and hand your documents to the cashier. You won't need any cash. Put this tripsheet on top, and make sure documents are all facing the same direction, tops are lined up correctly, and all staples and paperclips are removed.

4) If you have small receipts that you will be submitting, they should be grouped with like document types and taped to a regular sized sheet of paper. You can get paper and tape at any TRANSFLO Express™ Truck stop scan location. Cashier will scan documents for you. It should take about one minute.

5) Cashier may ask you for the fleetid. If asked, tell the cashier the fleetid is found under the barcode on this page. The cashier will then enter the fleetid.

6) Upon completion of the scan process, the cashier will return your original documents, AND a confirmation receipt.

7) Review the confirmation receipt to ensure that the page count is correct.

8) You may view the images on the TRANSFLO Express™ Confirmation Viewer by logging on to www.transfloexpress.com and clicking the "View Documents" link in the top right corner. Once there, simply type the confirmation number in the 4 boxes as it appears on your receipt. You can document delivery, view the images, and save or print the images from this website.

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