



# The Drayage Quick-Start Checklist



## Pre-Load Checklist      Port Documentation

- Confirm container number and booking reference \_\_\_\_\_
- Verify Last Free Day (LFD) \_\_\_\_\_
- Confirm port appointment time \_\_\_\_\_
- Check chassis availability \_\_\_\_\_
- Verify container release status \_\_\_\_\_

- Driver has valid TWIC card \_\_\_\_\_
- Equipment inspection report ready \_\_\_\_\_
- Bill of lading copy on hand \_\_\_\_\_
- Delivery order confirmed \_\_\_\_\_
- Port entry instructions sent to driver \_\_\_\_\_

## Fee Verification      Broker Confirmation

- Detention rate confirmed in writing \_\_\_\_\_
- Demurrage free days noted \_\_\_\_\_
- Chassis fee accounted for in rate \_\_\_\_\_
- All accessories priced into quote \_\_\_\_\_
- Per diem terms reviewed \_\_\_\_\_

- Rate confirmation signed \_\_\_\_\_
- Pickup and delivery addresses verified \_\_\_\_\_
- Special instructions documented \_\_\_\_\_
- Emergency contact for broker saved \_\_\_\_\_
- Payment terms confirmed \_\_\_\_\_



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## Post-Delivery Steps

- Proof of delivery photo taken
- Empty return confirmed
- Invoice sent within 24 hours
- Any detention or accessorials invoiced
- Check chassis availability
- Driver debrief completed

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