



TRANSFLO Express[®] Lead Sheet

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

J.B.M. LOGISTICS

Date : _____

Driver: _____

Tractor/Trailer No: _____

Internal No: _____

Frft 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, Loves or Flying J locations have the truck stop scanning capability.
- 2) This lead sheet is required for every group of documents scanned.
- 3) Proceed to the fuel desk and hand your documents to the cashier. You won't need any cash. Put this lead sheet 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) 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.
- 5) Upon completion of the scan process, the cashier will return your original documents, AND a confirmation receipt.
- 6) Review the confirmation receipt to ensure that the page count is correct.
- 7) 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.

