

# Your Shipping Checklist.

Key steps to shipping success and managing shipping costs.



## Prepare

### Select shipping method

- Less than truckload (LTL): Smaller shipments that don't take up the entire container of a truck.
- Full truckload (FTL): Larger shipments that typically take up an entire truck's capacity.
- Parcel: For shipments weighing less than 150 lbs.

### Package your cargo properly

- Refer to page 8 in our [Shipping Guide](#) for tips on packaging your cargo.

### Measure your cargo

- Palletized shipments – measure length, width & height of pallet vs item itself. Measure from floor/ground to top of shipment.
- Crated shipments – measure length, width & height of crate vs item itself.

### Weigh **PACKAGED** cargo

- Weight = ENTIRE package.  
Include pallet & all packaging material.



## Required Add-Ons & Documents

### To avoid possible billing adjustments – check if you need these required services:

- Delivering to a residential location? *Yes, requires lift gate.*
- Loading dock or forklift at delivery point? *No, requires lift gate.*
- Limited access for pickup or delivery? *Requires limited access service.*
- Refer to page 15 in our [Shipping Guide](#).

### Insure your shipment

- Freight insurance is a wise choice as your cargo may have a higher value than what is provided by the carrier. Page 19 in our [Shipping Guide](#).

### Print FreightCenter Bill of Lading (BOL). To avoid costly billing adjustments, BOL must be complete & accurate:

- Total weight of all items, including packaging
- Freight class – [Use our freight class calculator tool](#)
- Services required are all listed (accessorials, aka add-ons)
- Complete shipper and receiver addresses
- Date of shipment
- Number of items being shipped
- Type of packaging
- Description of freight

### Attach labels to package

- Attach the 2 labels provided by FreightCenter to your cargo and add a coating of clear tape over the labels.



## Pickup & Delivery

### Be there when the truck arrives

- Pickup times are requests, not reservations.
- **It's very important to give the FreightCenter BOL to the driver. If you don't, the carrier will not process your order with the discounts FreightCenter has secured on your behalf.**

### Review delivery steps with Consignee (the person receiving delivery of your shipment)

- Always track your shipment. Consignee must be there to accept delivery.
- Inform the consignee of the shipment's tracking information. For residential deliveries, the carrier will call the day before delivery.

Our experts can verify your order, or we can handle it all for you — putting your mind at ease and eliminating any surprises. Download our ultimate [Shipping Guide](#) for more detailed information and tips.

Have a shipment to book? Let's get started, give us a shout!

Shipping Handled. [Get an Estimate.](#)

(800) 716-7608