

Shipper Name: *

Shipper Phone: *

Shipper Address: *

Shipper Address 2: *

City State Zip: *

Contact Name/Phone: *

BILLING TERMS & CORRECTIONS

Terms: *

Bill To: *

C/O: *

Address: *

City State Zip: *

Accurate Billing Terms, Fewer Billing Corrections

Accurate billing terms are essential, as they dictate everything from rates to who pays. If you have the correct terms, you won't need corrections.

Three types of billing terms:

- **Prepaid** – the shipper pays the freight costs
- **Collect** – the consignee pays the freight costs
- **Third Party** – the third party, as indicated on the BOL, pays the freight costs

Billing terms impact cost in several ways. Pricing is based on the billing party's account, which has specific rates agreed with the carrier. Thus, choosing one billing party over another may change the rate. Also, you can't anticipate costs if the terms aren't correct.

What happens if you need to correct the billing? Corrections can be made, but **only the party accepting the freight charges can request the terms change**, and it must be done in writing, for example by email or with a Letter of Authorization. In other words, not all parties can change billing terms.

IL2000 can do billing corrections for you as our client, but if you accidentally put yourself as the party to pay the costs instead of your customer, your customer will have to request the change with the carrier. The bottom line is that a carrier can't invoice someone who hasn't accepted the bill.

Billing tips:

- **IL2000 handles "everything billing"** for our clients; you just need to reach out. The only exception is when someone else has to accept the charges.
- **Whoever pays, dictates the billing and the rates** used.
- **If the billing terms are ambiguous, the carrier will bill at their discretion** and usually not to your advantage. Ensure all your terms are clear to avoid unexpected rates and charges.
- **If IL2000 issues a BOL, that document should be used both by you and your vendors** to ensure the correct terms and rates, and that the billing doesn't go awry.
- **IL2000 needs to be billed to benefit from our rates.** When a vendor arranges a shipment, please request them to set up the billing terms as third party to your company c/o IL2000.
- Billing corrections can be done (by the party responsible for the charges), but there is a **fee**, so best to avoid corrections if possible.