



QUOTES & PICKUPS

Quotes & Scheduled Pickups: How to avoid delays and double work

Logistics is all about speed and efficiency. IL2000 and carriers play a significant role in keeping shipments moving, but there are things you can do to ensure your quotes and scheduled pickups go as planned.

Most important is to **include all the necessary information**.

Quotes: Include the following info when making a quote:

- Origin and destination **zip code**
- **Piece count/handling unit** (such as loose pallets and rolls)
- **Description** of freight (Helpful with class or dimensions questions.)
- **Class** of freight
- **Weight**
- **Dimensions**
- When the freight is available for **pickup**
- When the freight needs to be **delivered** (This may prompt different types of shipping, such as expedited or dedicated, when timelines are tight.)
- Any **accessorial** required (such as liftgate, appointment, delivery to military base, or special equipment)

Scheduling a Pickup: Include all of the above, plus:

- The **full address** for the shipper and consignee
- **Contact info** for shipper and consignee (email/phone)
- **Freight billing terms** (prepaid, collect, or third party)
- **Reference numbers / PO**
- **Special instructions**