



# Carrier Onboarding Packet

Please complete this packet and return it with the requested documents so dispatch can begin without delays. This packet is for carriers working under their own authority and adding 1Up Logistics as a dispatch-only service.

Dispatch Terms Summary	
Dispatch Fee	7% of gross linehaul / agreed load revenue
Billing	Weekly invoices sent by 11:00 AM EST each Monday
Authority	Carrier stays under its own MC/DOT authority
Load Board Access	Carrier must add 1Up Logistics as a seat/user on all load boards used

## 1) Carrier Information

Legal Company Name	
DBA (if any)	
MC Number	
USDOT Number	
EIN	
Factoring Company (if any)	
Primary Contact Name	
Primary Phone	
Primary Email	
Billing / AP Email	

## 2) Dispatch Contacts

Driver Name(s)	
Driver Phone(s)	
After-Hours Contact	
Rate Con To (email/text)	
POD / BOL Send To	



### 3) Equipment Details

List the equipment you want dispatched under your authority.

Equipment Type	Qty	Trailer Length	Max Weight	Notes
Dry Van				
Reefer				
Power Only				
Other				

### 4) Dispatch Preferences

Preferred Origin Area(s)	
Preferred Destination Area(s)	
Preferred Lanes	
Do Not Go To	
Minimum Rate / Mile	
Preferred Broker(s)	
Do Not Use Broker(s)	
Available Date / Time	
Pickup Time Preferences	
Special Instructions	



## 5) Required Documents Checklist (send with packet)

Item	Included	Notes
Signed Dispatch Agreement	Yes / No	
W-9	Yes / No	
Certificate of Insurance (COI)	Yes / No	
MC Authority / FMCSA Profile	Yes / No	
Notice of Assignment (if factoring)	Yes / No	
Void Check / ACH Info (optional)	Yes / No	
Rate Confirmation Email Contact	Yes / No	

## 6) Load Board Seat Access (Required)

To begin dispatching, the carrier must add 1Up Logistics as a seat/user on each load board the carrier uses (DAT, Truckstop, etc.). Please complete the access details below or send the seat invite after this packet is returned.

DAT Seat Added	Yes / No   Invite sent to: _____
Truckstop Seat Added	Yes / No   Invite sent to: _____
Other Board(s)	
Board Login / Seat Notes	

## 7) Billing and Payment Details

Invoice Delivery Email	
Preferred Payment Method	ACH / Zelle / Check / Other: _____
Payment Terms	
Billing Contact Name	
Billing Contact Phone	

## 8) Carrier Acknowledgment

By signing below, the carrier confirms the information provided is accurate and understands dispatching will begin after the required onboarding documents and load board seat access are received, and after the dispatch agreement is executed.

Carrier Representative Name (Print):	
Signature:	
Title:	



# 1Up Logistics LLC

Carrier Onboarding Packet - Dispatch Only

Date:

Return completed packet and documents to: [1UpLogisticsDispatch@gmail.com](mailto:1UpLogisticsDispatch@gmail.com)