

ON-TIME EXPRESS

&
LOGISTICS
INCORPORATED
PROVIDING ALL OF YOUR TRANSPORTATION NEEDS SINCE 1995

Monday, March 03, 2008

ATTN: PARTNER CARRIERS:

TO ALL GENERAL MANAGERS AND BILLING SUPERVISORS:

Some of the carriers in the Alliance that we broker shipments to have been sending invoices to us without "**Bill of Ladings**" or any back up paperwork. This has been an ongoing problem, but it has become more prevalent within the last few weeks. When invoicing our customers, it is our policy to provide the vital pieces of paperwork necessary to process the payments; therefore, we are asking that you maintain the same policy. Because of this widespread problem, we will be forced to reject any and all invoices for any runs that do not contain a Bill of Lading or Shippers Invoice. Any invoices received by our Accounting department without the proper paperwork will be rejected and payment will not be sent until the proper paperwork is received. There will be no exceptions.

We apologize to all of the carriers receiving this notice that have turned in invoices correctly. We also apologize to any of you that take this notice harshly or out of context. I must stress to you that our customer base demands paperwork when we invoice them. You can all see and understand how this puts us in a very poor situation. If you have any questions or believe that this is a request that you can not conform to please do not hesitate to contact us directly.

Thank you for your diligence and understanding in this matter.

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EXPEDITING AT ITS BEST!

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