**TRIP SHEET** 



## Address: 8225 Leclaire Ave., Burbank, IL 60459

Phone: 708-303-5150 Email:bol@rtbrz.com

Driver	Co-Driver	Truck	Trailer	

## \*NOTE: All trip sheets must ONLY be from Monday pick-up to Monday delivery of the following week.

Date	Start Location City, State, Zip Code	Notes
Date	End Location City, State, Zip Code	Notes
Date	PICKUP City, State, Zip Code	Notes
Date	<b>DELIVERY</b> City, State, Zip Code	Notes
Date	PICKUP City, State, Zip Code	Notes
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Date	DELIVERY City, State, Zip Code	Notes

Cat Scale	Please write down if you, the driver, paid or if the		1			
Date	Amount & Description	Driver	Company			
Truck Wash	Please write down if you, the driver, paid or if the					
Date	Amount & Description	Driver	Compa			
Lumper Receipts Please write down if you, the driver, paid or if the company paid.						
Date	Amount & Description	Driver	Compa			
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Truck Expenses &	Please write down if you, the driver, paid or if the	company paid.	L			
Repair Receipts		company paran				
Date	Amount & Description	Driver	Compa			
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Other Expenses	Dease write down if you the driver neid or if the	company paid				
-	Please write down if you, the driver, paid or if the company paid.					
Date	Amount & Description	Driver	Compa			

- In the **Start Location** write down where you began driving from at the beginning of the week.
- In the **End Location** write down where you are on Monday at the end of the following week.
- Under **Other Expenses** you can write down miscellaneous things paid out of pocket such as: flights, tools, etc.
- If you are team drivers write down **WHO** paid under expenses.
- Make sure to send the trip sheet **BEFORE** Tuesday 12:00p.m. or you will **NOT** get paid for that week on time
- ALWAYS attach all receipts and send BOTH sides of the trip sheet
- Send trip sheet and receipts all in the same email: <u>bol@rtbrz.com</u>
- If you have a long load over the weekend that may be delivered on Tuesday write it down on this week's sheet