Rate confirmation

Parties

Broker or shipper

Carrier

Contact, phone, email

Carrier contact, driver, truck #

Load

Load or reference #

Date issued

Commodity

Weight (kg or lb) and pieces

Equipment

Pick up

Company and address

Date and time window

Pick-up reference #

Delivery

Company and address

Date and time window

Delivery reference #

Agreed rate

Charge (line haul, fuel, detention, TONU)	Amount

Total and currency (CAD or USD)

Payment terms

Where to send the invoice and documents

Signatures

Broker or shipper, name and date

Carrier, name and date

Sample layout. Have your own terms reviewed before you rely on them.