



## Carrier Compliance

100 Cambell Ave, Unit 2  
Kitchener, Ontario N2H 4X8  
☎ 866-835-7663 ext. 213  
☎ 519-772-0138

# Carrier Setup Package

Completed package with required documents must be sent to  
[carriercompliance@rometransportation.com](mailto:carriercompliance@rometransportation.com)  
Or via fax to **519-772-0138**

### Required Documents

- Certificate of Liability Insurance
  - General Liability: \$1,000,000
  - Auto Liability: \$1,000,000
  - Cargo: \$100,000
  - If Rome Transportation does not have a copy of your COI on file, it will be directly requested
- W-9 Form
- Copy of Operating Authority

### Carrier Information

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Province/State: \_\_\_\_\_ Postal/ ZIP Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*If applicable:*

MC #: \_\_\_\_\_ USDOT #: \_\_\_\_\_

	Reference 1	Reference 2	Reference 2
<b>Business Name:</b>			
<b>Email:</b>			
<b>Phone:</b>			
<b>Contact Person:</b>			

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### Carrier Payment Options

**Regular Mail:** Net 30 days from receipt of invoice & all required documentation

Remittance Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Postal/ZIP Code: \_\_\_\_\_

**EFT Direct Deposit:** Net 30 days from receipt of POD & all required paperwork

**EFT Direct Deposit 2/10:** Net 10 days less a 2% fee from the receipt of POD & all required paperwork; Terms & Conditions below\*

**EFT Direct Deposit QuickPay:** Payment will be made within 1-2 calendar days from receipt of POD & all required paperwork; Terms & Conditions below\*

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

Transit #: \_\_\_\_\_

Branch #: \_\_\_\_\_

Account #: \_\_\_\_\_

Remittance Email: \_\_\_\_\_

\*Please ensure to include a copy of a void cheque or direct deposit form

\*\*EFT only applicable to Canadian carriers

#### 2/10 Terms & Conditions

- All 2/10 payments will be made via EFT
- In order to qualify for 2/10, the delivery must be made with no issues or damages with a clean proof of delivery received
- Payments processed every Friday

#### QuickPay Terms & Conditions

- Carriers must be set up with Rome Transportation for a minimum of 6 months.
- All QuickPay payments will be made via EFT
- Invoices over \$1,000 less 3.5%
- Invoices \$1,000 and under less \$35 flat fee
- In order to qualify for QuickPay, the delivery must be made with no issues or damages with a clean proof of delivery received

Submit all paperwork including the POD and invoices to [PODS@romesales.com](mailto:PODS@romesales.com)

Or via fax to **519-772-0138**

This agreement shall be governed by the laws of the Province of Ontario

Submit completed package with required documents to [carriercompliance@rometransportation.com](mailto:carriercompliance@rometransportation.com)

Or faxed to **519-772-0138**