

# Dispatcher 101 High-Level Outline and Overview

## 1. BUSINESS SET-UP

- a. Business Name (Dispatcher, Transportation, Transport, Services, **LOGISTICS**)
- b. Legal Structure (**L.L.C., S-Corp**, C-Corp, LLP, Partnership)
- c. Business Plan

## 2. DISPATCHER AGREEMENT AND CARRIER PROFILE (The only 2 initial documents you need starting out)

- a. PDF attached to email (carrier may need to print this out, fill out and return)
- b. DocuSign
- c. PDF Filler
- d. DocHub
- e. Form on your Website (Wix, GoDaddy)

## 3. EQUIPMENT TYPES TO INITIALLY TARGET AS BEGINNER INDEPENDENT DISPATCHERS

- a. 53' Dry Vans
- b. 53' Temperature Controlled Unit (Reefer – Refrigerated Trailers)
- c. 48' or 53' Flatbeds

## 4. METHODS AND WAYS TO TARGET AND ACQUIRE CARRIERS

- a. Truck Stops – visit and talk to carriers
- b. Cold Calling – “Are you under a load or looking for a load?”
- c. Word of Mouth
- d. Email Campaigns
- e. Text Campaigns
- f. Social Media (Facebook, LinkedIN, YouTube, Instagram, Twitter)

## 5. Booking Loads with Brokers from the Load Boards (123, DAT, Truck Stop)

- a. Navigate the load boards for freight/loads according to your carrier's profile
- b. Prior to contacting broker concerning a load, be sure carrier and dispatcher are in agreement on rate
- c. Call broker in order to get details about the load and possibly discuss/negotiate a higher rate.
- d. Get setup with the broker or brokerage by completing Broker/Carrier agreement (along with carrier's **MC Authority, W9, Certificate of Insurance and Notice of Assignment**) to get approved by the brokerage **AND** completing and **SIGNING** the Rate Confirmation (either the Carrier or Dispatcher does this) to officially BOOK the load.

## 6. Invoicing the Carrier by the Dispatcher once Carrier delivers the load

- a. Carrier delivers load to the receiver
- b. Carrier receives a signed B.O.L. – Bill of Lading (or P.O.D. – Proof of Delivery) from the receiver
- c. At this point, carrier is either going to get paid by the Broker payment options OR their factoring company
- d. Dispatcher invoices the carrier for a Percentage (5 – 10%) or a Flat Rate (\$300 to \$600) of the **GROSS** amount on the Rate Confirmation